Follett Aspen™

Using the Family and Student Portals

User Guide

Version 5.4

Follett

http://www.follettsoftware.com/school-administration-software

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Version 5.4

Table of Contents

Using the Family and Student Portals **6**

Aspen for Students and Families 7

Creating an Aspen Account 8

Email Teachers 13

Receiving Automatic Notifications on Your Mobile Device 15

Download and Activate the Follett Notifications App (Mobile) 17

Download and activate the Follett Notifications app on your Android device: 17

Download and activate the Follett Notifications app on your iOS (Apple) device: 18

Configure Your Follett Notifications Settings (Mobile) 20

Configure Follett Notifications settings on your Android device: 20

Configure Follett Notifications settings on your iOS (Apple) device: 21

Review Follett Notifications Received on Your Mobile Device (Mobile) 21

Home Page in the Portal 23

Submit Assignments Online 24

Managing and Submitting Assignments in the Submit Assignments Widget 24

Managing and Submitting Assignments in the To Do Widget 24

Grant Aspen Access to Google Docs 25

Academic, Athletic, Club, and Other Pages in the Portal 27

Use the Page Directory 28

Take an Online Quiz 31

Set Your Forum Preferences 33

To set your forum preferences: 34

Post to a Forum 34

To post to a forum: 35

Take a Survey 38

To take a survey: 38

Viewing Student Information 39

Student Details 40

Student Contact Information 40

Student Attendance 41

Student Health Information 41

Student Conduct Information 42

Student Transcript Information 43
Assessment Scores 45
Enrollment History 46
Student Schedule 46
Course Requests for Next Year 47
Subscribe to Email Notifications 50
Viewing Academic Information 51
View Classes 51
View Assignments 52
Complete a Google Doc Assignment 53
View Class Attendance 54
Viewing Groups 55
View Student's Groups 55
View Fellow Group Members 55
View Group Events 55
Using the Calendar 56
Determine Which Days to View 56
Manage Your Assignments 57
Define Your Calendar Settings 59
Use the Student Calendar 60
Setting Up Your Calendar 60
Using Your Calendar 61
Add Calendar Events 62
Use My Resources 63
Add Folders 64
Add Files 66
Add Weblinks 68
Add Notes 69
Edit Resources 70
Keep Enough Free Space 72
Using Quest to Search for Digital Content 74
WebPath Express 75
To use WebPath Express: 75

One Search 79
To use One Search: 79
Digital Resources 81
To access Digital Resources: 82
Destiny Search 82
To use Destiny Search: 82
Report a Bullying Incident with the Portal Conduct Referral 85
Aspen Mobile for Students and Families 87
Checking Student Academic Progress (Aspen Mobile) 89
Managing Assignments Using the 'To Do' Area (Aspen Mobile) 93
Managing Events and Assignments Using the Calendar (Aspen Mobile) 96
Manage Your View 98
Manage Your Assignments 100
Viewing Student Information (Aspen Mobile) 100
Viewing Aspen Pages (Aspen Mobile) 104
Managing Parent Settings (Aspen Mobile) 109
Receiving Automatic Notifications on Your Mobile Device 110
Download and Activate the Follett Notifications App (Mobile) 112
Download and activate the Follett Notifications app on your Android device: 112
Download and activate the Follett Notifications app on your iOS (Apple) device: 113
Configure Your Follett Notifications Settings (Mobile) 115
Configure Follett Notifications settings on your Android device: 115
Configure Follett Notifications settings on your iOS (Apple) device: 116
Review Follett Notifications Received on Your Mobile Device (Mobile) 116
Index **119**

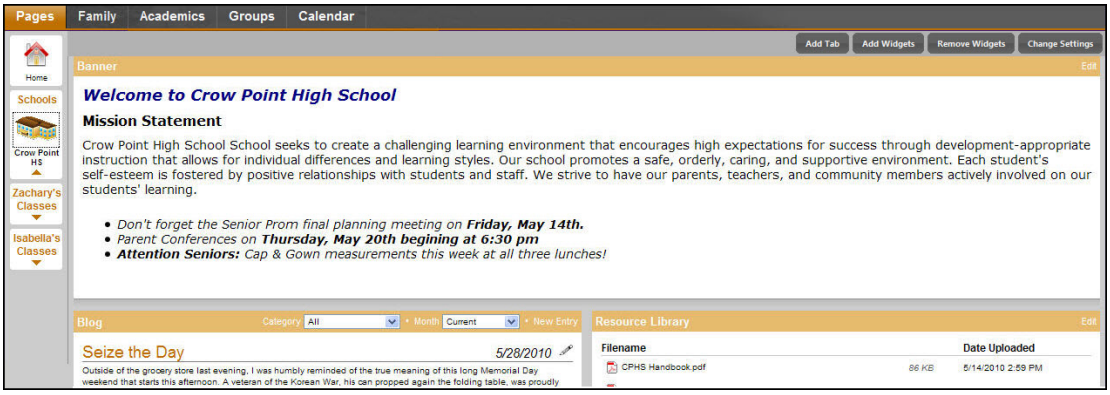
Using the Family and Student Portals

Students and family members, particularly those who are primary adult contacts for a student, use the Family and Student portals to see the student's information, academic progress, assignment information, and more.

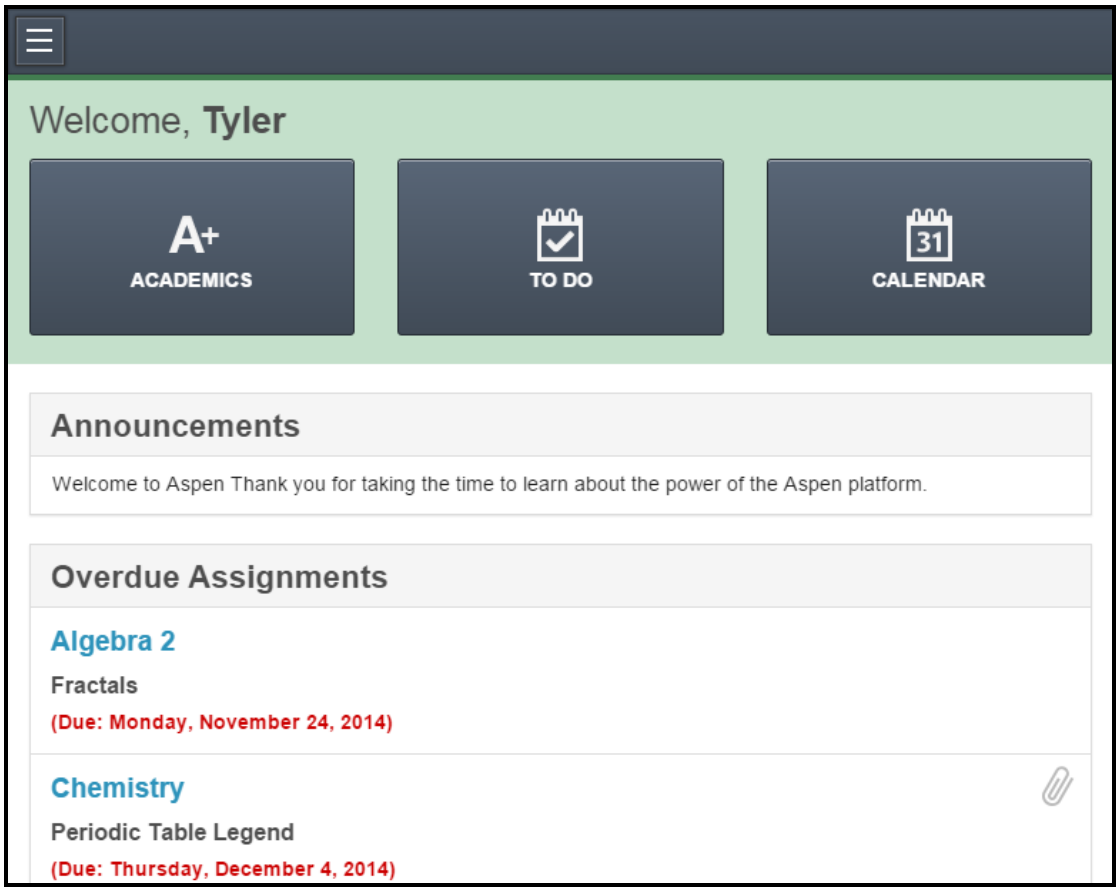
Note: If you have not done so already, you need to create an Aspen account.

A student and their parents/guardians can access the Student and Family portals in two ways:

- Access the portals on a desktop computer, such as a laptop:


Pages
Family
Academics
Groups
Calendar
Add Tab
Add Widgets
Remove Widgets
Change Settings
Home
Schools
Crow Point HS
Zachary's Classes
Isabella's Classes
Banner
Edit
Welcome to Crow Point High School
Mission Statement
Crow Point High School School seeks to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved on our students' learning.
Don't forget the Senior Prom final planning meeting on Friday, May 14th.
Parent Conferences on Thursday, May 20th begining at 6:30 pm
Attention Seniors: Cap & Gown measurements this week at all three lunches!
Blog
Category All
Month Current
New Entry
Seize the Day
5/28/2010
Outside of the grocery store last evening, I was humbly reminded of the true meaning of this long Memorial Day weekend that starts this afternoon. A veteran of the Korean War, his can propped again the folding table, was proudly
Resource Library
Edit
Filename
Date Uploaded
CPHS Handbook.pdf
86 KB
5/14/2010 2:59 PM

- Access Aspen Mobile on a mobile device, such as a smartphone or tablet:



Aspen for Students and Families

Students and family members, particularly those who are primary adult contacts for a student, use the Family and Student portals to see the student's information, academic progress, groups, and calendars.

Note: If you have not done so already, you need to create an Aspen account.

With Aspen's Family and Student portals, teachers, parents, and students have an arena for open communication. Parents have one login to access all of their children's information, and students can enter course requests online.

For a quick peek at your school, class, and groups information, use the **Pages** tab.

Depending on how your district or school has the portal set up, you can use the **Family/My Info** tab**Family/My Info** tab to view information including demographics, attendance, conduct, and transcripts.

For the current school year, use the **Academics** tab to view the following academic information for each class:

- Details, including student attendance summary and grades
- Assignments, including due dates and scores

You can also:

- Use the **Groups** tab to view the groups the student is enrolled in (such as Band and Math team).
- Use the **Calendar** tab to view a monthly calendar. Customize and color-code the calendar for each student to include their academic, extracurricular, and school events. You can also view assignments you should be working on and when they are due on your Calendar.
- Report a bullying incident from the Home page.
- Email teachers and sign up for email subscriptions for when grades fall below a specified threshold.
- Receive email notifications on your mobile device from the district, school, or teachers about announcements, alerts, and events.
- Receive automatic notifications and messages on your mobile device.

Creating an Aspen Account

At the login screen, parents and students can create an Aspen account.

1. Go to the Aspen login screen:

2. Click **Request an account.**
3. Select one of the following:
   - **I am a parent new to the district:** Select this option if the system does not contain any of your information (you have not received a security code from your district).

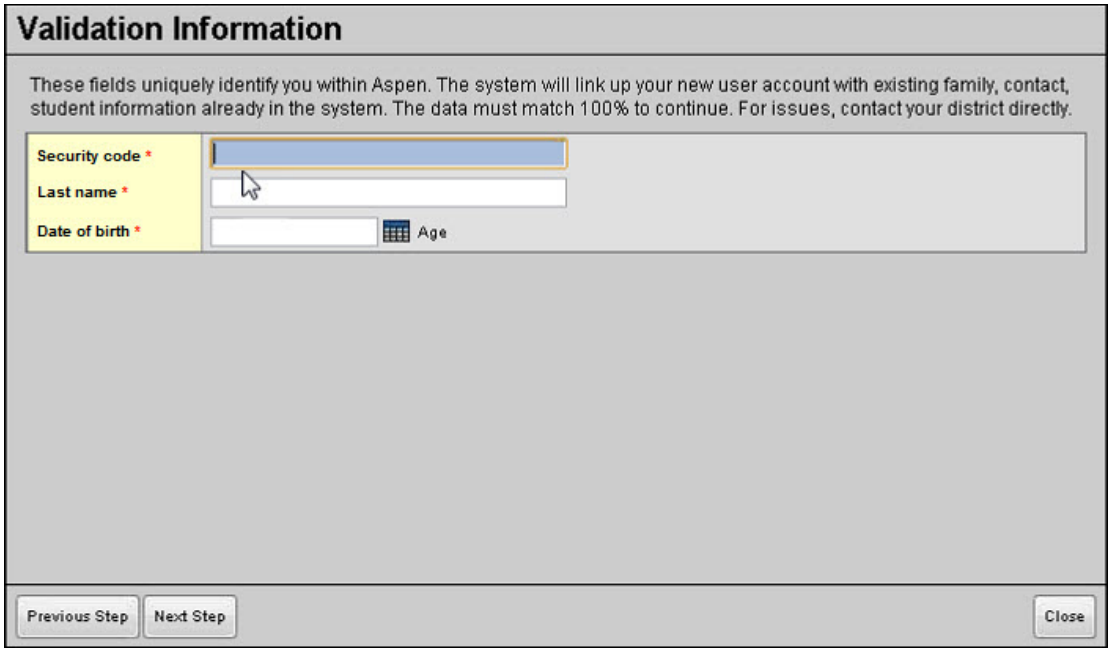
- **I am a parent new to Aspen:** Select this option if your student is enrolled in the system, but you do not yet have an Aspen account. You should have received a security code from Aspen, which will allow you to link your new account to existing information in the system.
- **I am a student new to Aspen:** Select this option if you are enrolled in the system, but you do not yet have an Aspen account. You should have received a security code from Aspen, which will allow you to link your new account to existing information in the system.

Notes:

- You might not see all three options in the Account Type pop-up.
- If you already requested an account but lost or did not receive the email containing the security code, click the **Click here** link at the bottom of the pop-up to have the message resent.
- If you think you have information in Aspen but have not received a security code, contact your school's Aspen system administrator.

If you are a parent or student new to Aspen, a Validation Information pop-up appears:

Note: If you are a parent new to the district, you will not see this pop-up. Skip to step 6.

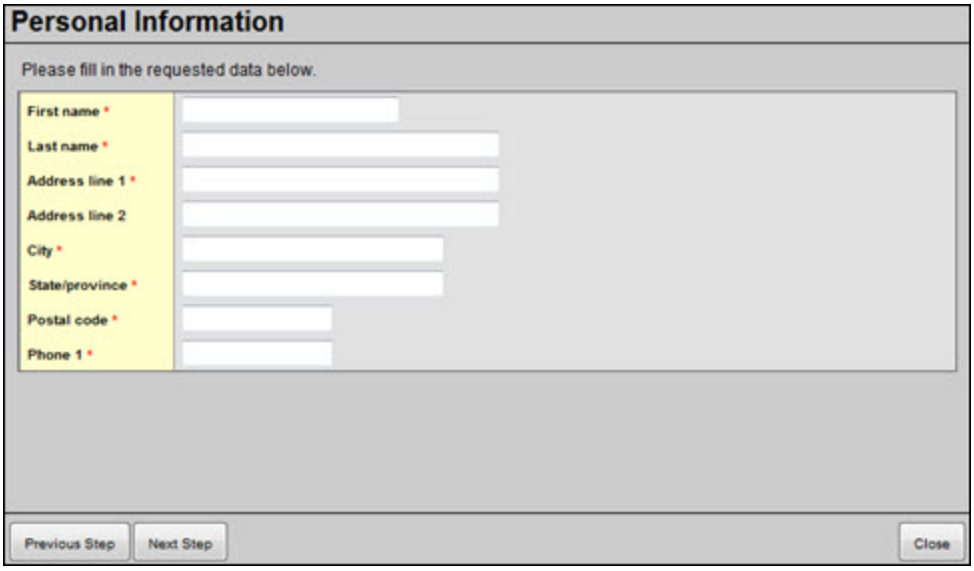

Validation Information
These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.
Security code *
Last name *
Date of birth *
Age
Previous Step
Next Step
Close

4. Enter the information in the fields.

Notes:

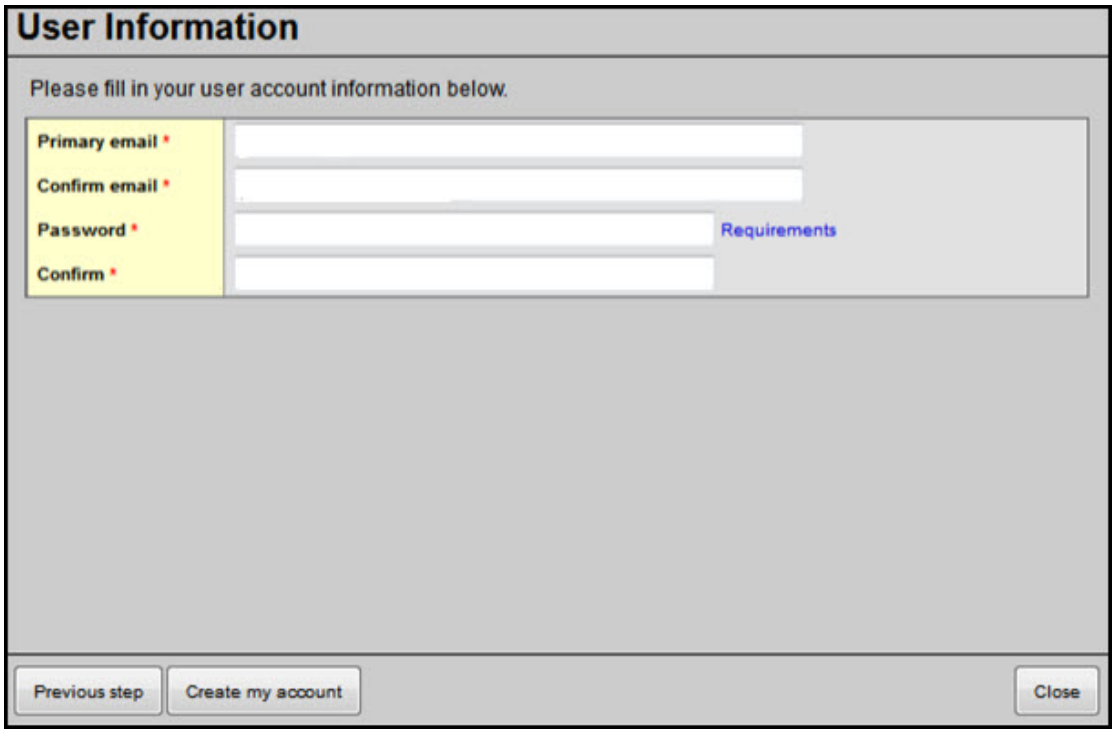
- Fields with a red asterisk * are required.
- The fields that you see might differ from what is shown.
- To complete the **Security code** field, check the email that you received from Aspen regarding your account. Copy and paste the code into the field.
- Enter your own date of birth.

5. Click **Next Step.**
6. Fill in the fields on the Personal Information pop-up:



Note: If you are a parent or student already enrolled in Aspen, the Personal Information pop-up contains pre-existing information. Update any outdated information.

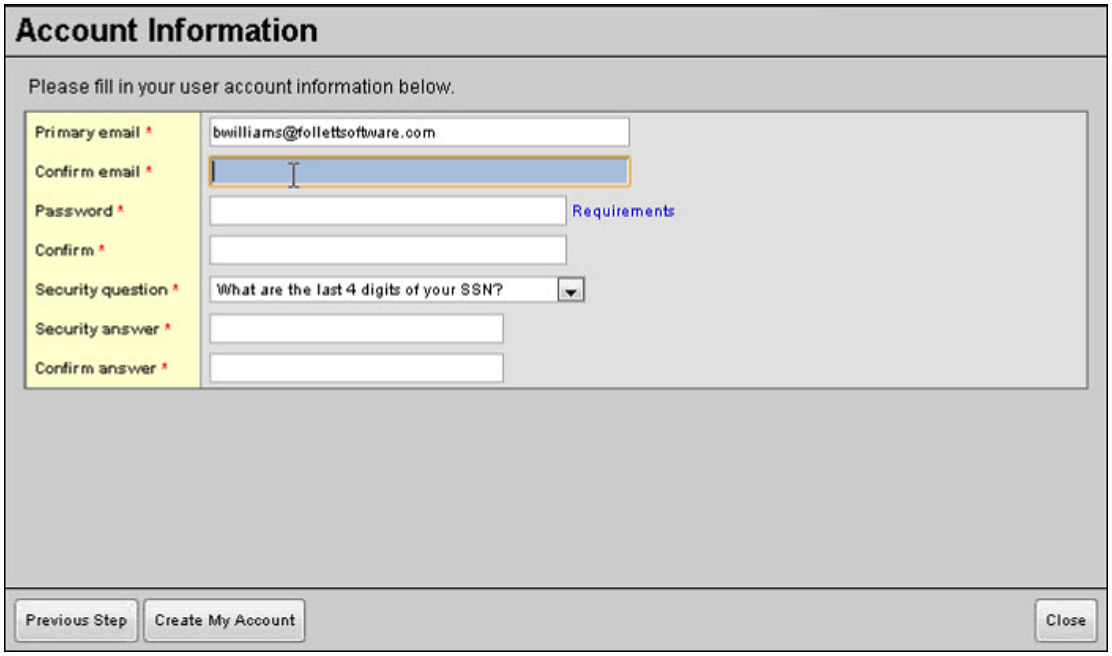
7. Click **Next Step.**
8. Do one of the following:
   - If you are a student whose information has already been entered into Aspen (or a parent whose contact information has been entered), follow steps 9 and 10.
   - If you are a student whose information has already been entered into Aspen (or a parent whose contact information has been entered), follow steps 9 and 10.
9. Complete the fields in the User Information pop-up:



Note: Click **Requirements** next to the **Password** field to see a list of the necessary characteristics to create a password.

10. Click **Create my account.** A message confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.

If you are a parent new to the district, complete the fields in the Account Information pop-up:



Note: Click **Requirements** next to the **Password** field to see a list of the necessary characteristics to create a password.

12. Click **Create My Account.** A window confirms that the account request was processed. It also notifies you that a verification email was sent to the email address provided.

To complete the account registration process:

1. Go to the email account that you listed as your primary email address.
2. Open the verification email from Aspen:

Hi Grace Aaronson,

Greetings from Aspen.

You've requested an Aspen account at this e-mail address. We need to verify your address.

Click this link to verify your address:

http://localhost:8080/x2sis/logon.do?confirmation=VSpL/MyEPnEzJroppNwQE2TqkdAmjhubhQnkj6vBLp9FoEmjeP1Fh6bEQAteJfELV8k9cwqvc1I=

If you didn't request an Aspen account, please click this link to cancel the request:

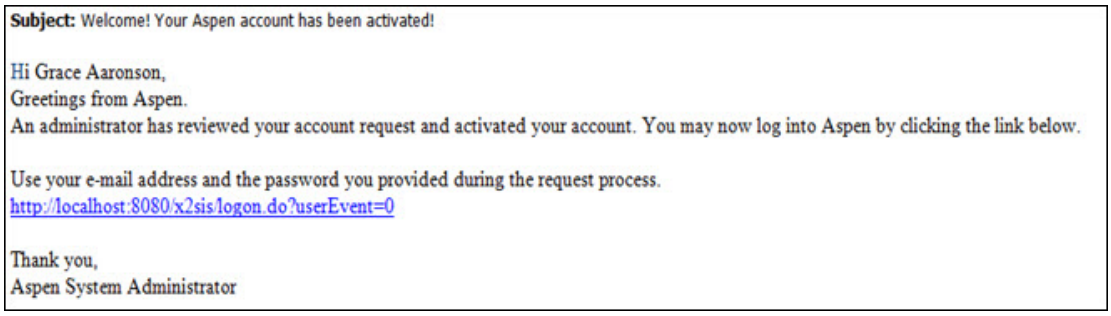
http://localhost:8080/x2sis/logon.do?confirmation=VSpL/MyEPnGZGRm8gztJVldrPOcR4DOXd8boN7iJR8JaD19fVFPqTe2fSJcRVmFvMhxIXL5e3AI=

Thank you,
Aspen System Administrator

3. Click the link that follows **Click this link to verify your address.**

Note: If instead you click the link that follows **'If you didn't request an Aspen account, please click this link to cancel the request',** you will delete the account creation request. Your account will not be enabled.

After verifying your address, you will receive another email confirming that an administrator has enabled the account for use:


Subject: Welcome! Your Aspen account has been activated!

Hi Grace Aaronson,
Greetings from Aspen.
An administrator has reviewed your account request and activated your account. You may now log into Aspen by clicking the link below.

Use your e-mail address and the password you provided during the request process.
http://localhost:8080/x2sis/logon.do?userEvent=0

Thank you,
Aspen System Administrator

4. Click the link to go to the Aspen login screen.

Email Teachers

During the school year, you might need to contact a teacher or all of your teachers to get missing homework assignments when you are sick, or to schedule a conference.

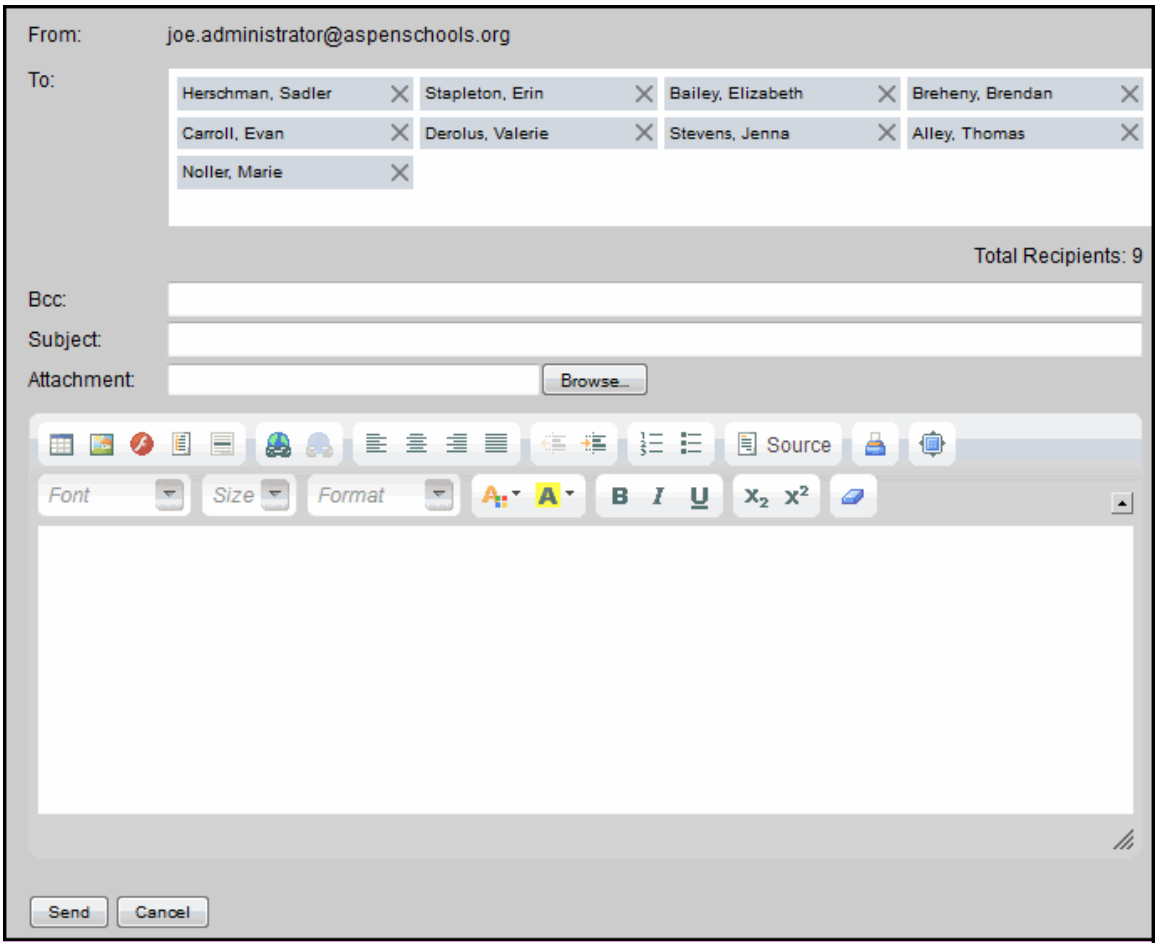
In the Student and Family portals, you can easily send email directly to your or your student's teachers.

To send an email to your or your student's teacher(s):

1. Do one of the following:
   - Log on to the Family portal.
   - Log on to the Student portal.
2. Click the **Academics** tab.

> **Note:** If you are a parent or guardian using the Family portal and you have multiple students, first you need to select the student whose teacher you want to contact.

3. On the **Options** menu, click **Send Email**. The Mass Email pop-up shows the email addresses for all of the student's teachers in the **To** box:



Note: The **From** field displays your primary email address that you have on file with the school. To change this, click **Set Preferences**. Teachers' replies will be sent to this address.

4. To remove a teacher so that they do not receive this email, click the **X** next to the teacher's name. Aspen updates the number of total recipients.
5. If you want to blind copy another email address, or send a copy of this email to yourself, type the email address(es) in the **Bcc** field.
6. In the **Subject** field, type a subject for the email.
7. To attach a file to the email, click **Browse** to find the file on your computer.
8. In the **Text** box, type the text of the email. You can insert links and images, and use the other formatting tools.
9. Click **Send**. To confirm you want to send the message, click **Yes**.

Receiving Automatic Notifications on Your Mobile Device

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

You are alerted and notifications appear like text messages on your smartphone or tablet:

To get automatic information about your important district news, events, grades, or other information on your mobile device:

1. Download the Follett Notifications app.
2. Define the information you want to receive.
3. Review notification messages as you receive them.

Download and Activate the Follett Notifications App (Mobile)

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

Notes:

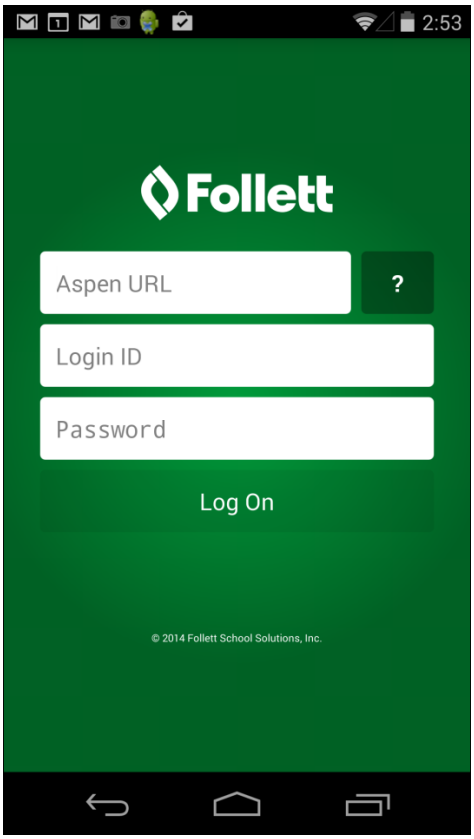
- Follett Notifications is currently available on Android 4.0+ and iOS 7.0+ devices.
- You will only receive notifications that were sent after you activate the app on your mobile device. Notifications sent prior to activation of the app will not appear.
- The Follett Notifications app is not currently available outside of the United States.

- Download and activate the Follett Notifications app on your Android device
- Download and activate the Follett Notifications app on your iOS (Apple) device

Download and activate the Follett Notifications app on your Android device:

1. Go to the Play Store on your mobile device.
2. Tap .
3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications > Follett Notifications >**

> INSTALL **>** ACCEPT.



5. Type your **Aspen URL.** Once it is entered correctly, the field will turn green.

> **Note:** If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Google Chrome™ and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

6. Type your **Login ID** and **Password**.
7. Tap **Log On**.

The Follett Notifications app is now activated on your Android device.

Download and activate the Follett Notifications app on your iOS (Apple) device:

1. Go to the App Store on your mobile device.
2. Tap

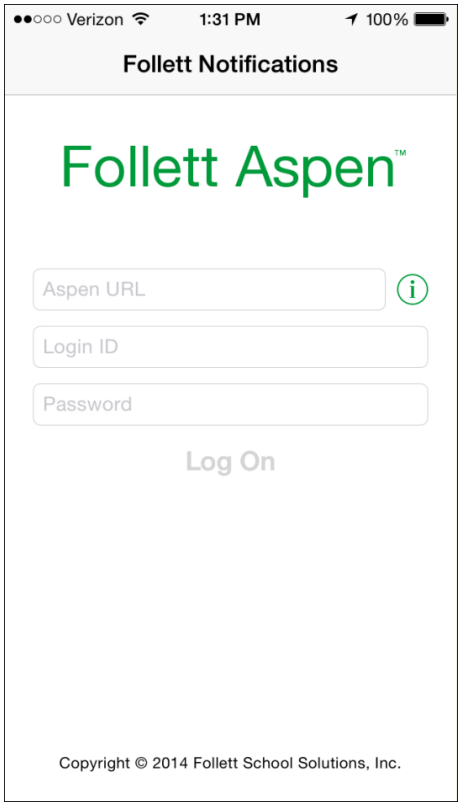
.
3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications >**

>

.

5. You will be asked to enter your Apple ID and password. Enter the information, and tap **OK**.
6. Once the app has installed, tap OPEN. The Log On screen appears.

> **Note:** When downloading Follett Notifications, ensure that you enable push notifications on your iOS device. Follett Notifications will prevent you from logging on until push notifications are enabled.



7. Type your **Aspen URL**. Once it is entered correctly, the field turns green.

> **Note:** If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Safari and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

8. Type your **Login ID** and **Password**.
9. Tap **Log On**.

The Follett Notifications app is now activated on your iOS device.

Configure Your Follett Notifications Settings (Mobile)

Once you have activated the Follett Notifications app, you can identify the types of notifications you receive. Each user type can receive different notifications based on their role in Aspen:

User Type	Description
School administrators	School administrators can identify the groups they will get notifications from at the district or school level.
Teachers	Teachers can identify the groups they will get notifications from at the district, school, or class level. For example, teachers can set it so they do not receive notifications sent by the district office and do receive them from the school they work in. Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.
Parents	Parents can identify the groups they will get notifications from at the district, school, and class level. For example, parents can set it so they do not receive notifications sent by the district office and do receive notifications from their child's teachers. Also, parents can set it so that they receive a notification whenever a grade for their child is posted to Aspen below a predetermined threshold.
Students	Students can identify the groups they will get notifications from at the district, school, and class level. For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers. Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.

Configure Follett Notifications settings on your Android device:

1. From your Android mobile device, log on to Follett Notifications.
2. Tap **>** Settings.
3. Select and deselect the checkboxes to turn notifications on and off for groups you are assigned to:
   - : You will receive notifications from this group.
   - : You will not receive notifications from this group.

4. Tap

once you have configured your settings.

Configure Follett Notifications settings on your iOS (Apple) device:

1. From your iOS mobile device, log on to Follett Notifications.
2. Tap >

.
3. Tap the toggles to turn notifications on and off for groups you are assigned to:
   - : You will receive notifications from this group.
   - : You will not receive notifications from this group.
4. Tap

once you have configured your settings.

Review Follett Notifications Received on Your Mobile Device (Mobile)

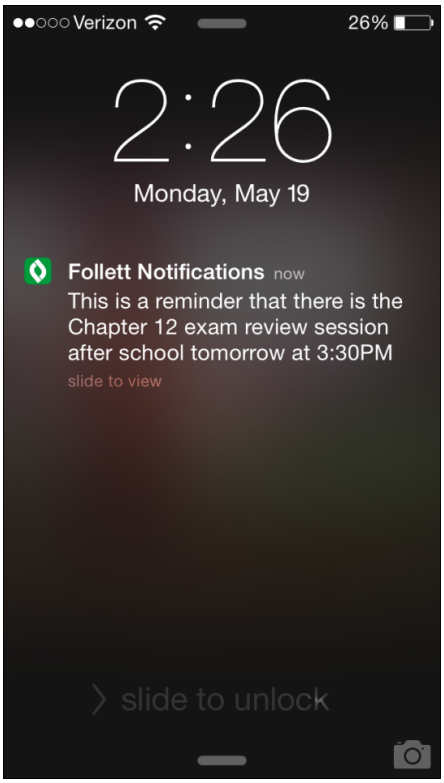
Once you activate the Follett Notifications app, you will begin receiving announcements and alerts on your mobile device. You will only see notifications sent to user groups you are part of and have enabled notifications for.

Notes:

- You must be logged on to the Follett Notifications app to receive push notifications.
- You can only receive Follett Notifications on your mobile device; they cannot be received on your desktop.

This is how a notification looks on an Android device:

This is how a notification looks on an iOS (Apple) device:


Verizon
26%
2:26
Monday, May 19
Follett Notifications now
This is a reminder that there is the Chapter 12 exam review session after school tomorrow at 3:30PM
slide to view
slide to unlock

The Follett Notifications app stores all of the notifications you have received from the groups you belong to.

Once you log on to the app, a list of the previous notifications you received appears, along with an icon indicating the notification type:

Icon	Description
	Alarm notifications remind you about meetings or events. For example, you might receive an alarm notification about the upcoming in-service day.
	Announcement notifications provide exciting news or events. For example, you might receive an announcement notification about the hiring of a new superintendent.
	Information notifications give details about an event. For example, you might receive an information notification that report cards are now available on the Home page of the Family portal.
	Warning notifications alert you to important events in the district. For example, you might receive a warning notification if one of the schools in the district goes into lock-down.

Unread notifications appear in black font. Read notifications appear in gray font.

Tap a notification to see the full message, the user group that it was sent to, and the date and time it was sent.

When reading a notification:

- **For Android users:** Tap to delete the notification and

to return to the list of notifications.
- **For iOS (Apple) users:** Tap to delete the notification and

to return to the list of notifications.

Home Page in the Portal

Click the **Home** icon

or **Pages** tab to view your Home page. Often this is your school's Page and contains school news and announcements.

All students and parents automatically see the To do widget on their Home page.

You might also see the following widgets:

- **Published Reports:** Provides access to reports such as report cards
- **Student Recent Activity:** Displays recent grade, conduct, and attendance activity
- **Tasks:** Lets you use a wizard to verify contact information or report a bullying incident

Submit Assignments Online

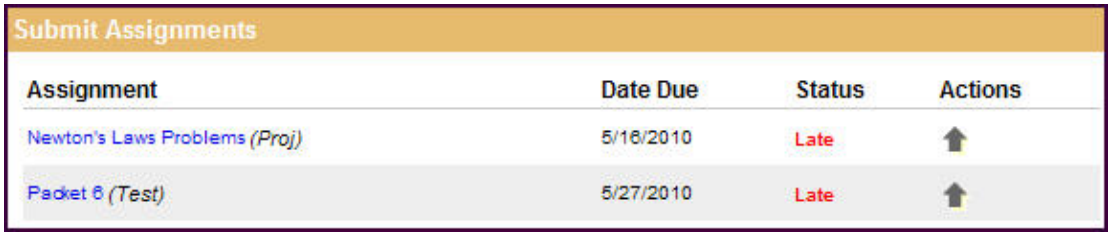
You can manage your assignments online in the Student portal. See what is due today, tomorrow, and any assignments that are overdue.

There are several ways to manage and submit your assignments online:

- Submit Assignments widget on the class page
- To Do widget on your Home page
- Your Calendar

Managing and Submitting Assignments in the Submit Assignments Widget

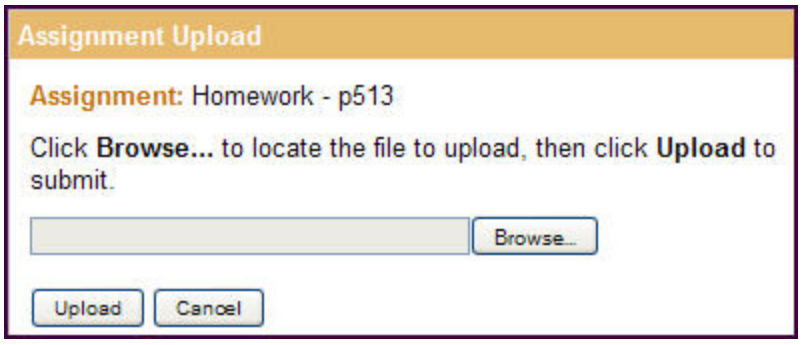
If your teacher wants you to submit a file for an assignment online, the assignment appears in the Submit Assignments widget on the Page for that class:



To view more information about the assignment, click the name of the assignment. The Assignment details appear.

The ***Date Due*** column displays the date you need to upload your file by.

The ***Status*** column displays the status of your assignment. If you already submitted a file, the column displays the date and time you submitted it. If it is late, the column displays **Late.** To upload your file to your teacher's gradebook, click . The Assignment Upload dialog box appears:

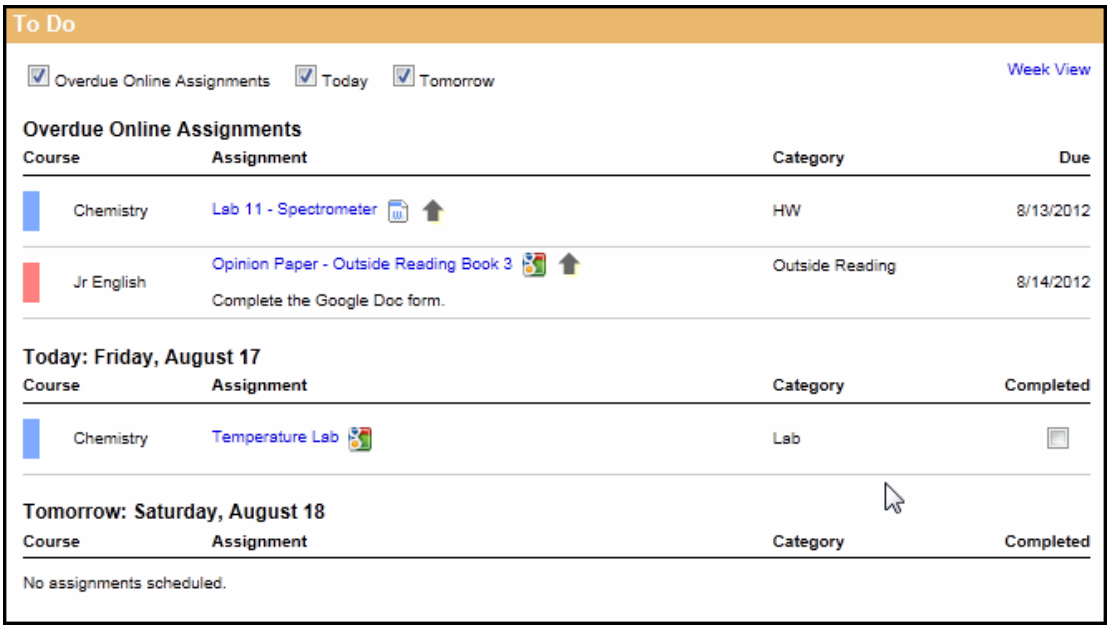


Click **Browse** to find the file on your computer, then click **Upload.** Your teacher receives your file in their online gradebook.

Note: In the Family portal, parents can see when students uploaded (or did not upload) assignments, but they are not able to upload, download, or delete files.

Managing and Submitting Assignments in the To Do Widget

Assignments can also appear in the To Do widget on your Home page:



1. Select the following checkboxes to determine which assignments to include:
   - **Overdue Online Assignments** (online assignments that are overdue)
   - **Today** (online assignments due today)
   - **Tomorrow** (online assignments due tomorrow)
2. Click **Week View** to view your Calendar for the current week, which displays all of your assignments (including online assignments or anything you have to hand in in class).
3. Click the file icons to open any documents or quizzes you need to complete the assignment. To upload your completed document, click .

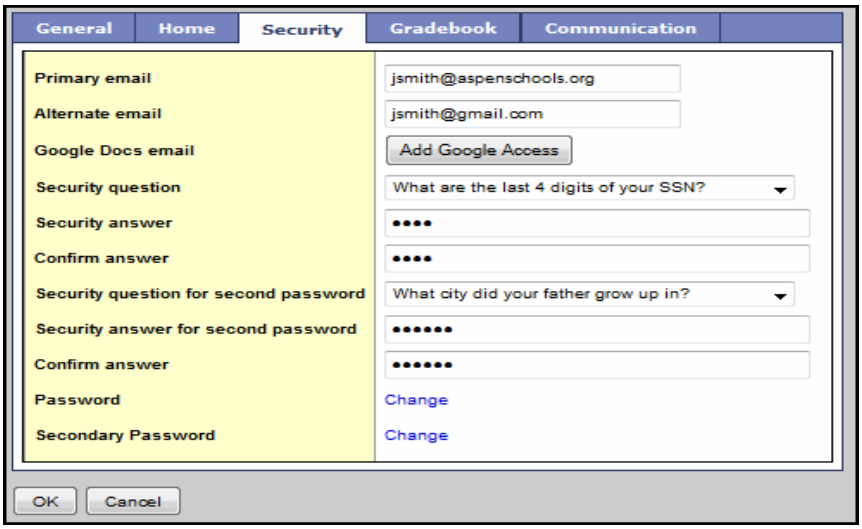
Grant Aspen Access to Google Docs

In order for Aspen and Google Docs™ to communicate, users have to grant access between the applications (this is a one-time step that links your Google Docs account with your Aspen account).

You can use the following instructions to set up access. Or, the first time you try to add or view a Google Doc, the system will automatically prompt you to grant access.

To give permission for Aspen to access to your Google Docs:

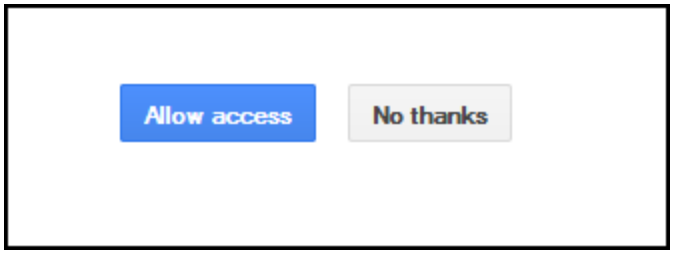
1. Log on to Aspen.
2. On the settings bar, click **Set Preferences.** The Set Preferences pop-up appears.
3. Click the **Security** or **Communication** tab:



4. At the **Google Docs email** field, click **Add Google Access.**
5. If the Google Accounts page appears, do one of the following:
   - If you have a Google account, enter your **Email** and **Password.** Click **Sign in.**
   - If you do not have a Google account, click **Sign Up.** Complete the fields to create a Google account, and then sign in.

Note: If you are currently signed in to your Google account, no sign in is necessary. Your email address appears in the following pop-up.

The "Request for Permission" pop-up appears:



6. Click **Allow access.**

Notes:

- On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically populated with your email address, and the **Add Google Access** button becomes **Remove Access.**
- If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

Academic, Athletic, Club, and Other Pages in the Portal

In addition to the Home page, you likely have access to other types of Pages. Page access is determined by the groups that you are a member of.

For example, a student might see English Literature, Pre-Calculus, Biology, and American Studies pages; a basketball Page; a chess tournament Page; and an after-school program Page.

A parent has access to each of their children's Pages – including academic, athletic, club, and other Pages. Plus, if they are a member of the parent-teacher organization, they would have access to the PTO Page.

Notes:

- Not all classes, sports teams, clubs, and groups have their own Page.
- Just being a member of a Page does not mean that you automatically see it on your **Pages** tab. Use the Page Directory to add and remove Pages from your **Quick Access** menu as needed.
- Removing a Page from the Page Directory does not delete it.

To view Pages for yourself and your student(s):

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory.** The following pop-up appears:

> **Note:** If you have more than one student, you will see the Pages that each one is a member of.

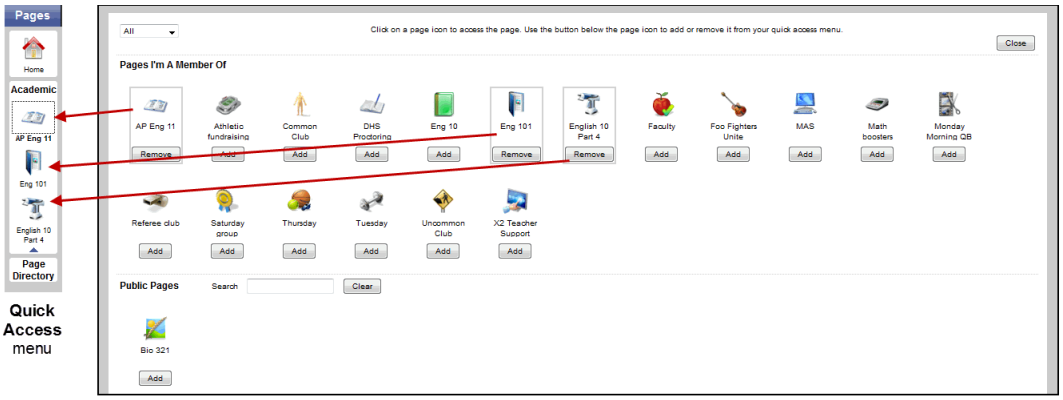
3. For each of your students, click **Add** under the icon/name of the Page you want to add to your **Quick Access** menu.
4. Click **Add** under the name/icon of any public Pages you want to add.

> **Note:** You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

5. Click **Close.** The Pages you selected are accessible from your **Quick Access** menu.

Use the Page Directory

Use the Page Directory to determine which Pages appear in the **Quick Access** menu on the **Pages** tab and Home page. The **Quick Access** menu is the left-hand bar containing your favorite Pages:



Page Directory

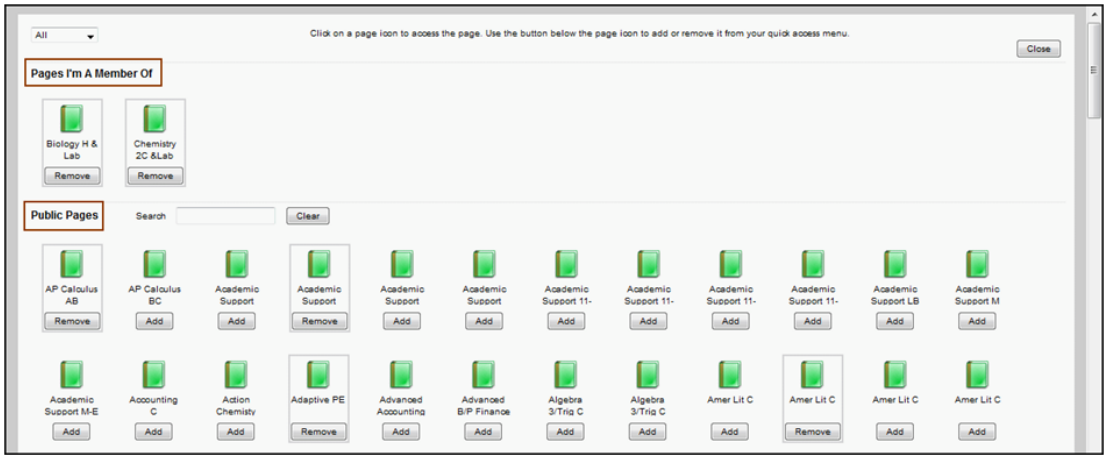
The Page Directory lets you see which Pages you are a member of, as well as add and remove Pages from the **Quick Access** menu. You can also browse a Page to decide whether you want to add it to your menu.

Notes:

- At the beginning of every school year, you need to use the Page Directory to add the Pages that you want to see to your **Quick Access** menu. They do not automatically appear.
- In the Page Directory, all Pages that have been added to your **Quick Access** menu have a gray box around them as a quick visual cue.
- Throughout the school year, you can change which Pages appear on your **Quick Access** menu. For example, maybe you used to check the Drama Club Page often, but now that the performance is over, you do not need to visit that Page. You can remove it from your **Quick Access** menu; then, if you need to access it again in the future, you can add it back to your **Quick Access** menu.

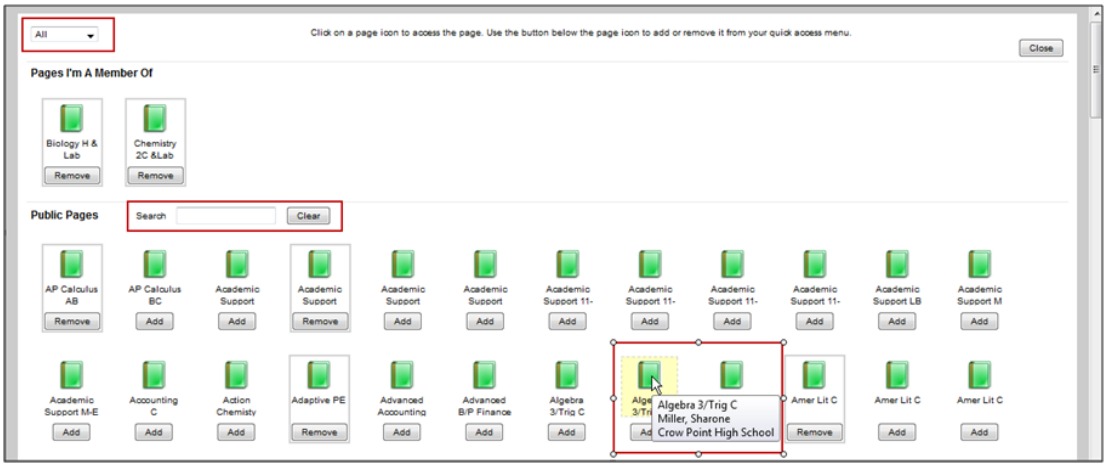
To view which Pages you have access to:

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory.** The Page Directory dialog box appears:



Under **Pages I'm a Member Of,** an icon appears for each Page you are a member of, such as the Yearbook, Drama Club, or Varsity Soccer page.

Under **Public Pages,** an icon appears for each Page that all users are able to view, such as your school's Page or the district Page.



3. If there are a large number of Pages, there are two ways to narrow down the list. Do either or both of the following:

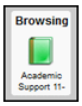
   - Click the **All** drop-down at the top of the dialog box to select **Academic, Athletic, Club,** or **Other.** Only the type of Page you select appears. Select **All** to return to the full list of Pages.

> **Note:** If you do not have access to a particular type of Page, you will not see it in your drop-down. For example, if you are not a member of any sports team that has a Page, **Athletic** will not be an option.

- Within the **Pubic Pages** area, in the **Search** field, type a key word, such as **Literature.** Any public Pages with that word in their name appear. To return to viewing all public Pages, click **Clear.**

> **Note:** You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

4. To determine which Pages appear in your **Quick Access** menu, do any of the following:

   - To view a Page's details – the Page title, adult responsible, and which school the Page is associated with – hover over the Page icon.
   - To browse a Page to see if you want to add it to your **Quick Access** menu, click the Page's icon. The Page opens, and the Page name appears under **Browsing** in the **Quick Access** menu 

.
   - To add a Page to your **Quick Access** menu, under the Page's icon/name, click **Add.**
   - To remove a Page from your **Quick Access** menu, under the Page's icon/name, click **Remove.**

Note: Removing a Page does not delete it; it just makes it unavailable to select from the **Quick Access** menu.

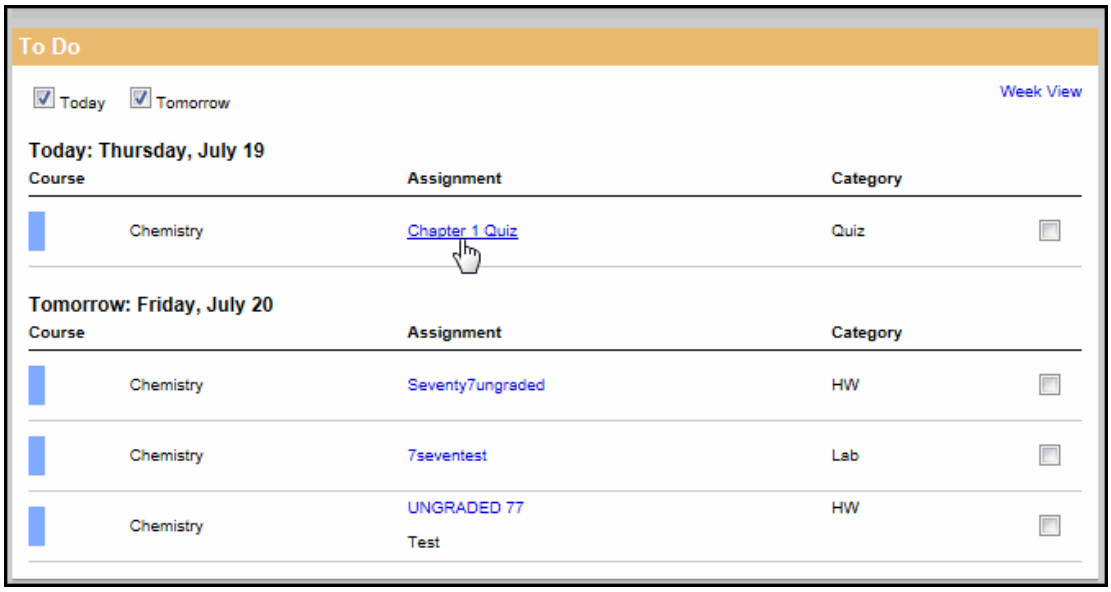
5. Click **Close.** The Pages you added are now accessible from your **Quick Access** menu.
6. To show and hide individual Pages on your **Quick Access** menu, do the following:
   - To show (expand) the Pages in a particular category, such as **Academic,** click the down arrow under **Academic.**
   - To hide (contract) the Pages in a particular category, click the up arrow. The list of Pages in that category contracts.

Take an Online Quiz

Sometimes, your teachers might create online quizzes. You can take these quizzes in the Student portal.

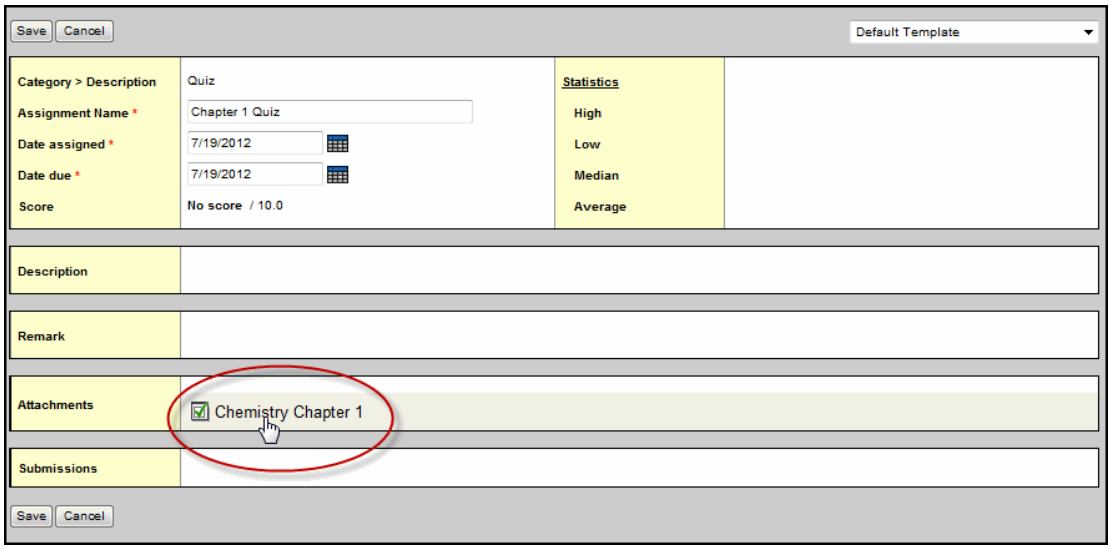
To take an online quiz:

1. Log on to the Student portal.
2. On your Home page, look at the To Do widget:

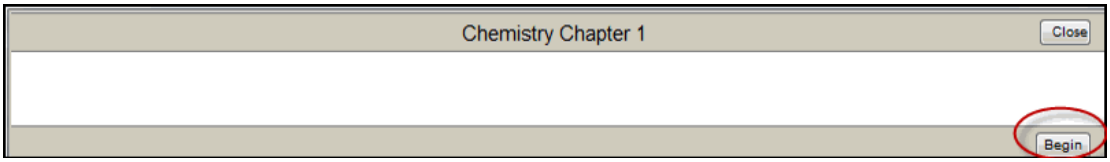


3. Click the **Assignment name**. Any information you need to complete the assignment appears.

If the assignment is an online quiz, the quiz appears in the **Attachments** field:

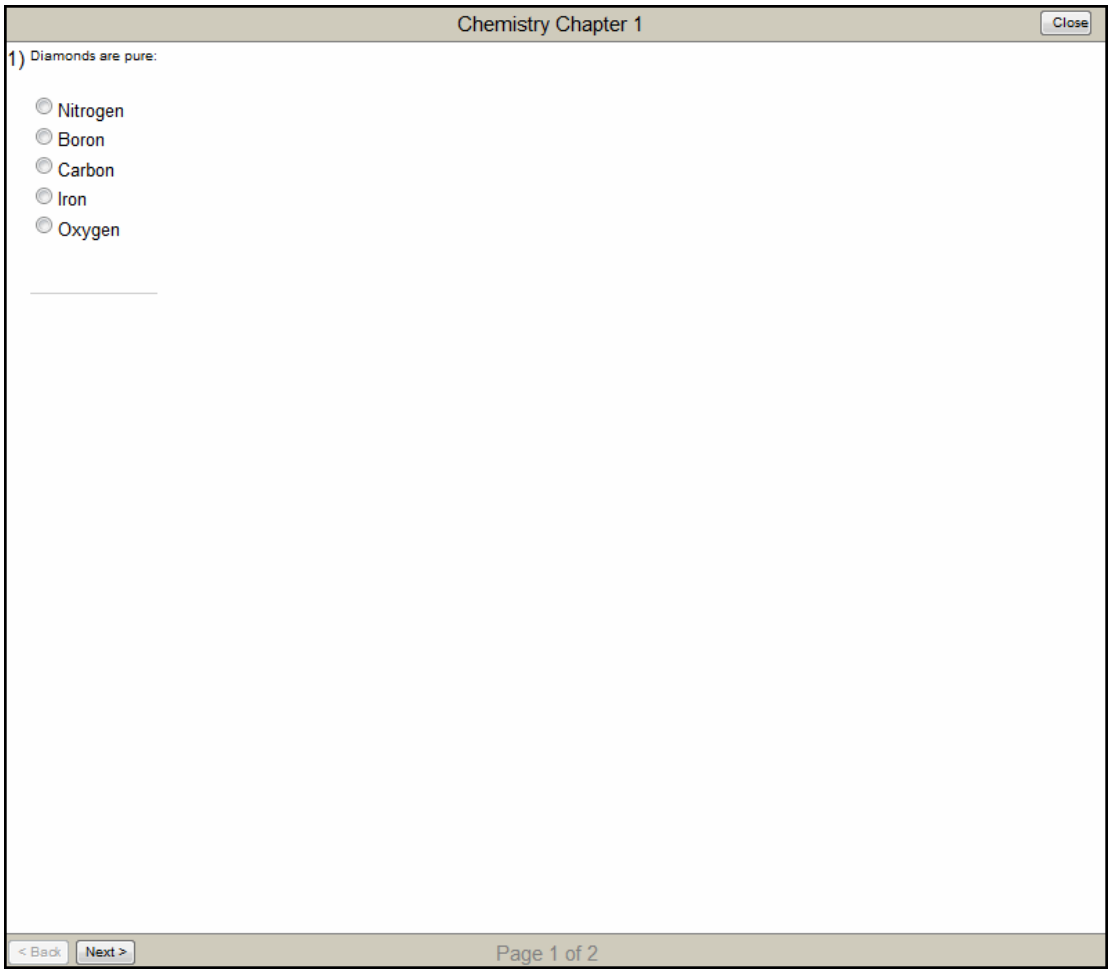


4. Click the quiz to open it:



5. Read the instructions or information on the first page, then click **Begin**.

   The first question appears:



6. Follow the directions to answer the question(s) on the page. When you are done, click **Next** at the bottom of the page.

> **STOP:** If you cannot click **Back** at the bottom of the page, your teacher has designed this quiz so that you **CANNOT** go back and review or change your original answers. If you cannot click **Back**, be sure you have done your best answering the question. After you click **Next**, you cannot go back to change it.
>
> If you **CAN** click the **Back** button, your teacher has designed the quiz so that you can return to previous questions for review or changes.

7. On the page that has the last question(s), **Finish** appears at the bottom of the page. Click **Finish** to save your answers. A message confirms that your completed quiz was submitted successfully. The teacher can now review and score your quiz.

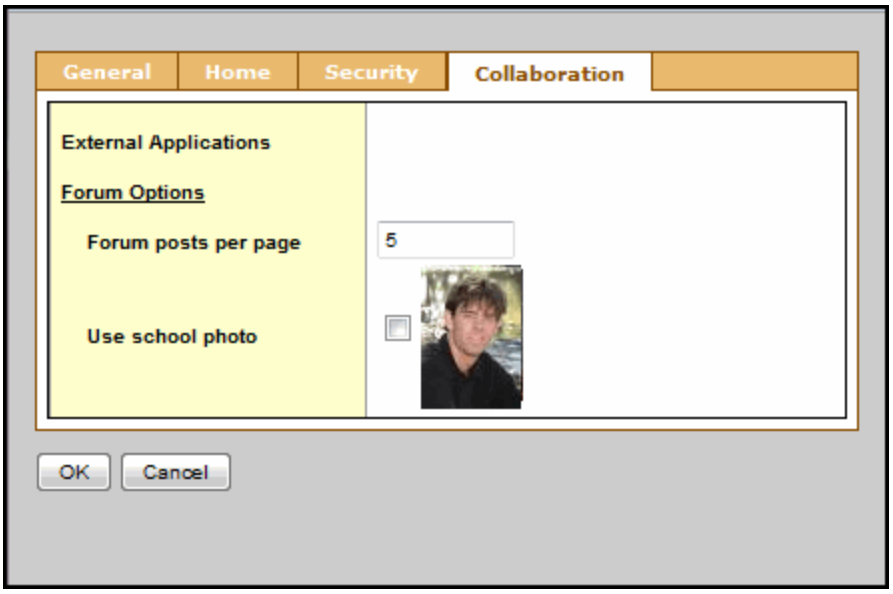
Set Your Forum Preferences

If your district allows photos to be used for forums, you can decide whether you want the photo that is in Aspen to be displayed next to your forum posts. If you do not want to use the photo in the

system, a generic silhouette will appear next to your name whenever you post to a forum.

To set your forum preferences:

1. On the settings bar, click **Set Preferences.** The preferences pop-up appears.
2. Click the **Collaboration** tab:



3. Under Forum Options, at the **Forum posts per page** field, type the number of posts you want to see on each page.

> **Note:** For forums with a lot of posts, typing a small number means there will be many pages to click through; typing a big number means you will have to do more scrolling to get to the bottom of the page.

4. If your district allows school photos to be used in forums and you have a photo in Aspen, the **Use school photo** field and your photo appear. Do one of the following:
   - Select this checkbox to have this photo appear next to any posts you make to forums.
   - Deselect this checkbox to not use your school photo. A generic silhouette will appear next to your name for any posts you make to forums.

> **Note:** If your district does not allow photos or your district allows photos but you do not have one in the system, the **Use school photo** field does not appear. A generic silhouette will appear next to your name if you post to a forum.

Post to a Forum

Some of your Pages will include a Forums widget, so that Page members can have online discussions. A forum typically represents a category or theme, and each can contain one or more

topics where the discussions take place.

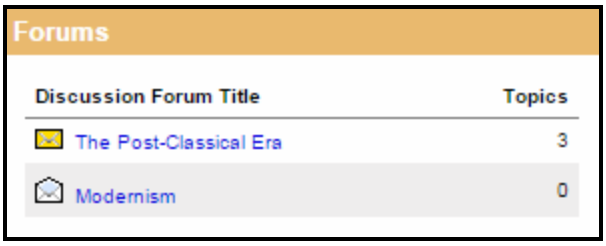
> **Note:** Only Page administrators can create forums. Any Page member can create a topic for that forum.

Forums are either moderated or unmoderated. If a forum is moderated, a Page administrator has to approve your post before it can be viewed by all Page members. If a forum is unmoderated, your post can be seen by all Page members as soon as you submit it. Page administrators always have the option of hiding a post, even if it has been approved.

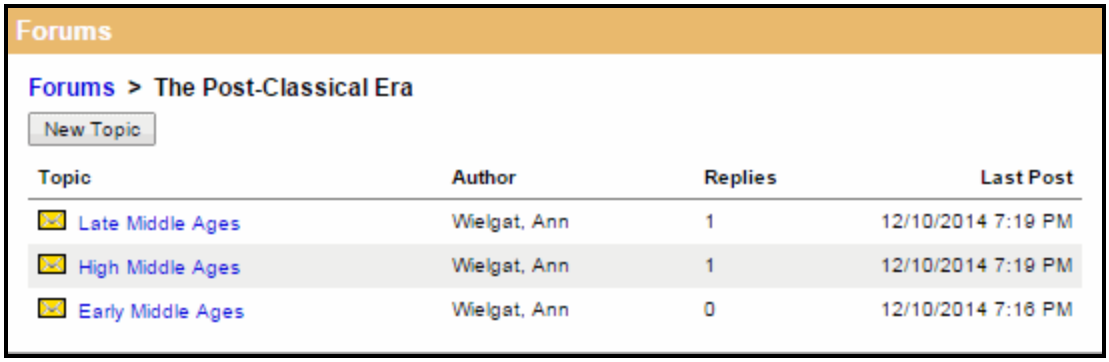
When you create or reply to a post, either the photo of yourself that is in Aspen or a generic silhouette appears, depending on your district and personal forum preferences.

To post to a forum:

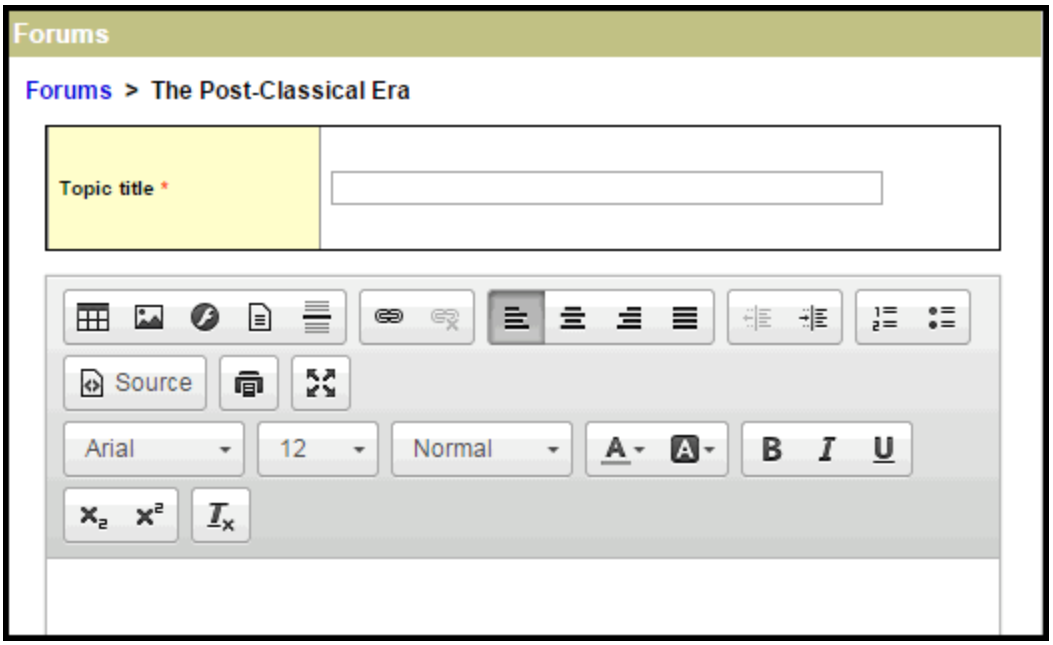
1. In the Forums widget, click the name of the forum you want to post to, such as The Post-Classical Era:



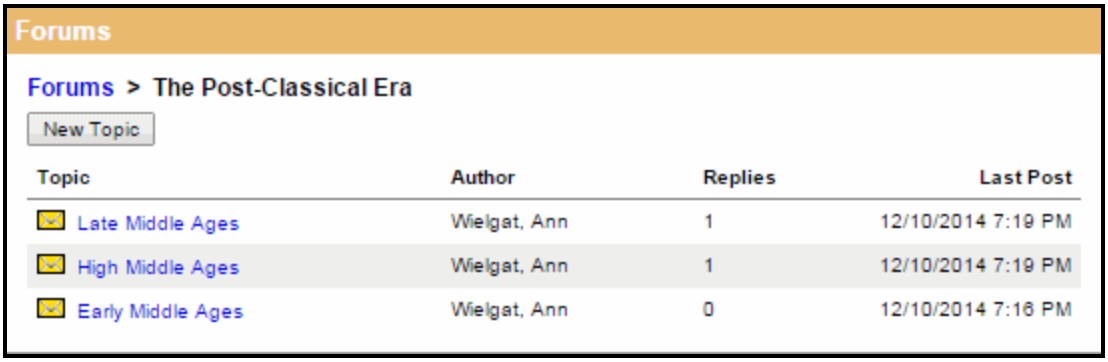
   A list of existing topics appears:

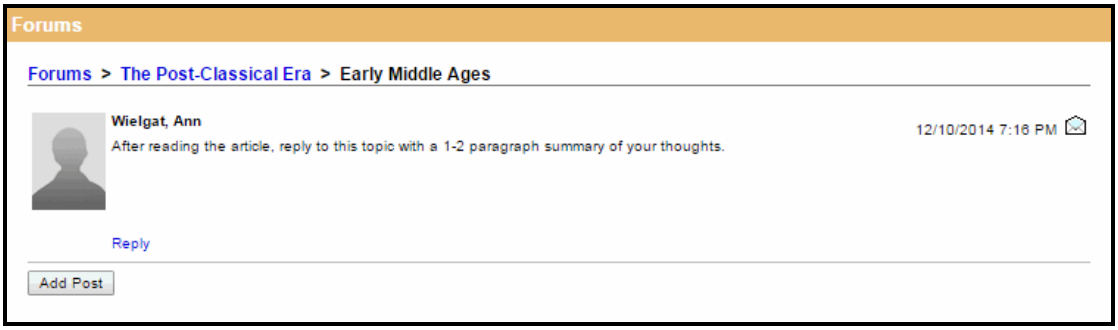


2. Do one of the following:



- Click the name of the topic you want to view. Its details appear:

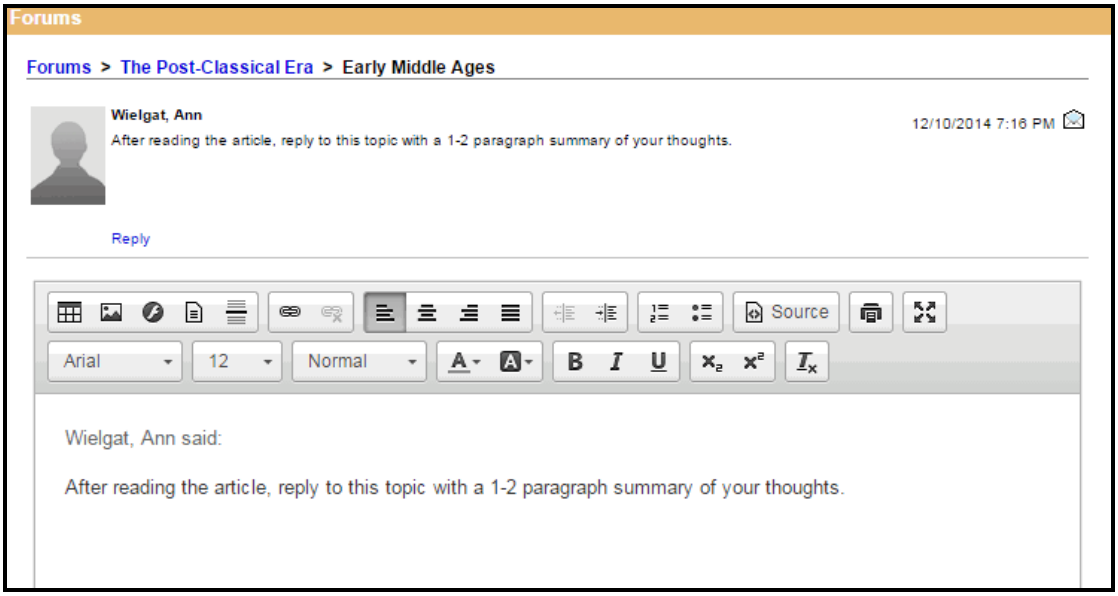



Forums
Forums > The Post-Classical Era > Early Middle Ages
Wielgat, Ann
After reading the article, reply to this topic with a 1-2 paragraph summary of your thoughts.
12/10/2014 7:16 PM
Reply
Add Post

3. Do one of the following:

   - To reply to a particular person's post, click **Reply.** The widget expands to include the post you are replying to (grayed out). Type your response, using the rich text editor tools, if

desired:


Forums
Forums > The Post-Classical Era > Early Middle Ages
Wielgat, Ann
After reading the article, reply to this topic with a 1-2 paragraph summary of your thoughts.
12/10/2014 7:16 PM
Reply
Source
Arial
12
Normal
Wielgat, Ann said:
After reading the article, reply to this topic with a 1-2 paragraph summary of your thoughts.

- To create a new post on the forum's topic, click **Add Post.**Type your message, using the rich text editor tools, if desired.

Note: If you are not sure whether to reply to a post or add a new one:

- Click **Reply** if you have something to say in response to a post someone else made. For example, to say that you agree with Ann's comments about the early Middle Ages, click **Reply**at the bottom of her post.
- Click **Add Post** if you have information to share on the topic's subject that is not necessarily in response to a specific comment someone else made. For example, to summarize your thoughts about an article on the early Middle Ages, click **Add Post**.

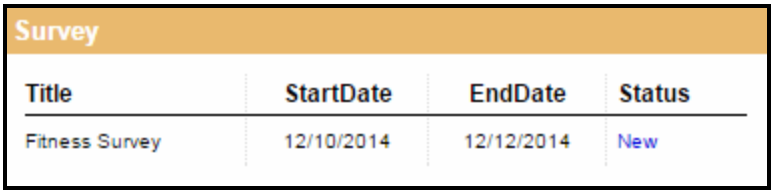
4. Click **Save.**

Notes:

- If the forum is moderated, your post will have to be approved or edited by the Page administrator before it is available for all members to read. You can see your own post while it is awaiting review—it says **(Requires Moderation)** at the top.
- If the forum is unmoderated, anything you post will be immediately accessible by all Page members. Page administrators have the option of hiding a post at any time.

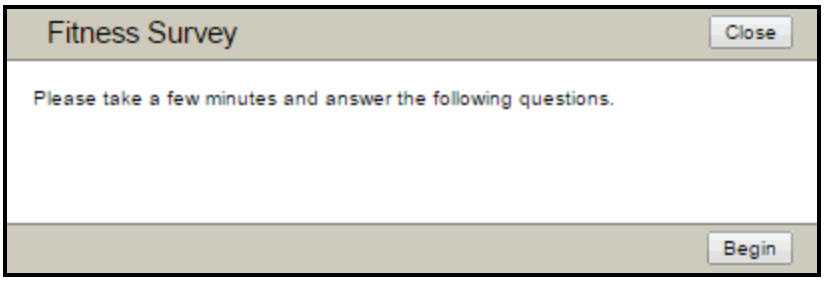
Take a Survey

When you go to your Home page, a class Page, or any other Page in Aspen, if there is a new survey available, you will see it in your Survey widget with **New** in the **Status** column:

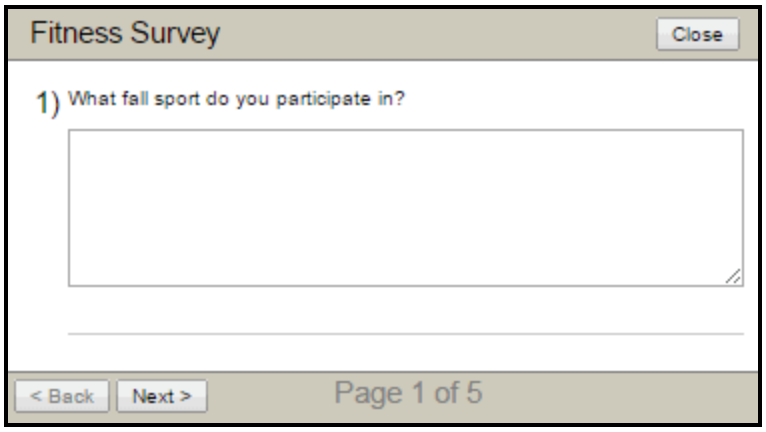


To take a survey:

1. Click **New**. An introductory page shows information about the survey.
2. Click **Begin** at the bottom-right of the pop-up:



3. The next page displays one or more questions, depending on how the survey was designed. Answer all of the questions, and then click **Next** at the bottom of the pop-up:

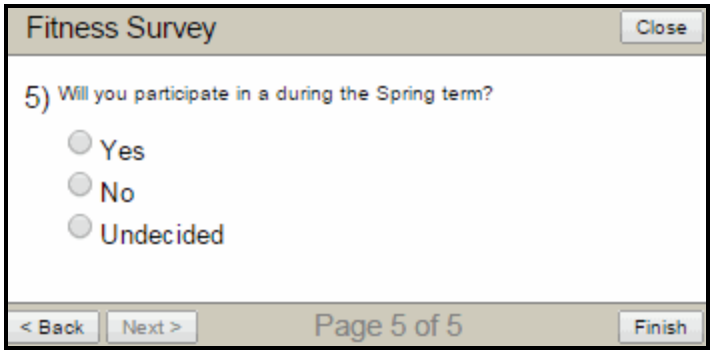


4. Continue answering questions and clicking **Next** until you reach the end of the survey.

Notes:

- If you need to go back to previous questions, click **Back**.
- If the **Next** button is disabled and grayed out, you have reached the end of the survey.

5. When you reach the end of the survey, click **Finish.**



The survey closes and displays in the Survey widget as **Completed.**

Note: You do not have to complete a survey in one sitting. If you do not complete it, it appears in the Survey widget with a status of **In progress.**

Viewing Student Information

In the Student portal, you can view information about yourself from the **My Info** tab. In the Family portal, you can view information about your student from the **Family** tab.

Depending on how your district has the portal set up, you can view the following information:

- Details
- Contacts

- Attendance
- Health information
- Conduct information
- Transcript information
- Assessment scores
- Student's schedule
- Enrollment History
- Course Requests for next year
- Transactions
- Documents
- Notifications

Student Details

To view student details:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Details/My Details** side-tab, and then click one of the following sub-tabs:
   - Demographics
   - Addresses
   - Ethnicity
   - Photo

Student Contact Information

To view student contact information:

Note: These are the people the school can call regarding you/your student.

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Contacts** side-tab.
3. Click the contact's emergency priority number. You will be able to see the contact's:
   - phone numbers
   - addresses
   - any mailings they receive concerning the student’s schooling

Student Attendance

To view student attendance records:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Daily Attendance/Attendance** side-tab.
3. Click a date. For the date you selected, the page lists all the details of the attendance record, including:
   - absences
   - tardies
   - dismissals
   - if the above were excused
4. The page lists the portion of the day marked absent, and any other attendance codes or reasons that apply (such as **FT** for field trip). At the bottom of the page, view the times of arrival to or departure from school that day, as recorded by the office.
5. After you finish looking at the details, click **Cancel** to return to the list of attendance records, or click any other side-tab or tab.

Student Health Information

Parents can view health information about their students including:

- office visits
- immunizations
- medical conditions
- screenings
- medications

To view details about your student's health office visits:

1. Click the **Family** tab.
2. Click the **Health** side-tab.
3. Click a visit date. For the health office visit you select, the page displays specific information, including primary complaint code, treatment code, and action code.
4. After you finish looking at the details, click **Cancel** to return to the list of health office visit records, or click any other side-tab or tab.

To view details about your student's immunizations:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Immunizations.**

3. Next to each series name, the page lists the dates of each dose your student has received.
4. Click the series name to view the details of an immunization series

To view a list of medical conditions the school district has on file for the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Conditions.**
3. For each medical condition, the page displays the condition's type, code, and summary.

To view the health screenings the student has completed (such as vision or hearing tests):

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Screenings.**
3. For each screening, the page displays the screening name, date, result, and summary.

To view any medications the school district administers to the student:

1. Click the **Family** tab.
2. Click the **Health** side-tab, then click **Medications.**
3. For each medication, the page lists the medication name, type, start date, stop date, frequency, and time of administration.

Student Conduct Information

The **Conduct** side-tab gives you access to view:

- conduct incident details
- actions taken for the conduct incident
- detentions served (or results of actions taken)

To view the details of a conduct incident:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Conduct** side-tab.
3. Click an incident code. The page lists the date, time, location, and description.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view any actions for a conduct incident (such as detention or parent meeting):

1. Do one of the following:

- In the Family portal: Click the **Family** tab.
- In the Student portal: Click the **My Info** tab.

2. Click the **Conduct** side-tab, and then click **Actions.**
3. Click an incident date. The page lists the incident code, action code, start date of the action, value of the action in points, and if the incident is closed and completed.
4. After you finish looking at the details, click **Cancel** to return to the list of conduct records, or click any other side-tab or tab.

To view the results of a conduct action:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Conduct** side-tab, and then click **Detentions Served.** The page lists the actions served, comments, incident code, incident description, action code, start and end dates, penalty, and if it was served.
3. After you finish looking at the details, click **Cancel** to return to the list, or click any other side-tab or tab.

Student Transcript Information

Students and parents can view the following information regarding the student's transcript:

- transcript record
- credit summary
- grade point summary
- program of study
- graduation summary

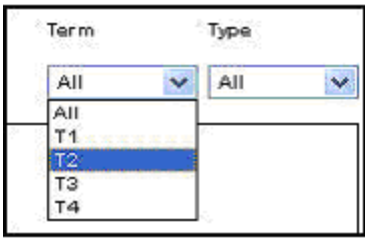
From the **Transcript** side-tab, use the **Filter** menu to select one of the following:

- **All Records** to view all grades earned
- **Current Year** to view grades earned this school year
- **Current School** to view grades the student earned the current school

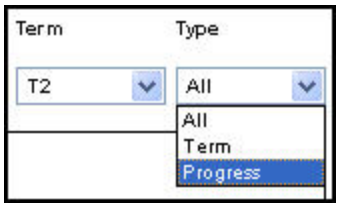
To view details of the transcript record:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Transcript** side-tab.
3. Click the year in the row of the grade you want to view.
4. View the class information and a summary of the final grade at the top of the page.

5. At the bottom of the page, you can view all the grades and comments earned in the class. To view only grades from a specific term, click the **Term** drop-down and select a term:



To view only term grades or only progress grades, click the **Type** drop-down and select **Term** or **Progress:**



6. After you finish looking at the details, click **Cancel** to return to the list of classes, or click any other side-tab or tab.

To view a summary of credits:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Transcript** side-tab, then click **Credit Summary.** The Credit Summary page lists the credits earned for each school year.
   - The ***Transcript Credits*** column shows the number of credits earned based on the courses completed that year.
   - The ***Adjusted Credits*** column shows the number of credits the school manually added, if any.
   - The ***Total Credits*** column shows the total number of credits, including the transcript and adjusted credits.

To view a grade point summary:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Transcript** side-tab, then click **Credit Summary.**

The system calculates the basic GPA by adding the total points the student earns, and dividing that total by the total number of courses the student completes. Therefore, for each school

year, the page displays two sections of information that the system uses to calculate the student's GPA for that year.

The first section displays the number of points earned on the transcript, any adjusted points, and total points. The other half of the row displays the number of transcript courses, any adjusted courses, and the total number of courses.

Look at the Course Breakdown to view the breakdown of points earned for each course on the transcript.

To view the program of study:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Transcript** side-tab, then click **Programs of Study.**

To view the graduation summary:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Transcript** side-tab, then click **Graduation Summary.**

Assessment Scores

To view the details of an assessment score:

> **Note:** This can include any assessments completed (such as PSATs or SATs), if recorded by the school.

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Assessments** side-tab.
3. To filter the types of assessments, at the **Assessment Definition** field, click and select the Assessment Definition you would like to view. To view all types of assessments, leave this field blank.
4. Click a date of an assessment. View the raw score, scale score, level of performance, and grade level when the exam was taken.
5. After you finish looking at the details, click **Cancel** to return to the list of assessments, or click any other side-tab or tab.

Enrollment History

Note: This includes whether the student was enrolled, withdrawn, or transferred in the district.

1. Click the **Family** tab.
2. Click the **Membership** side-tab, and click **Enrollment**.
3. To view details of an enrollment record, click an enrollment type. For each enrollment record, the page displays:
   - Type of enrollment (usually a one-digit code the district uses to identify the type of enrollment, such as **W** for withdrawal)
   - Date of record
   - Code
   - Reason (for example, moving out of town)
   - Status (active or inactive)
   - YOG (year of graduation)
   - School name
4. After you finish looking at the details, click **Cancel** to return to the list of records, or click any other side-tab or tab.

Student Schedule

To view the student's schedule in the Family portal:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab. View the student's schedule for the current school year. For each class, you can see the following:
   - Course number and description (such as 100.1 Chemistry)
   - Term the student takes the class (such as S1, or Semester 1)
   - Schedule (which days and periods the student takes the class, such as A(1-6))
   - Teacher
   - Room
3. Click **>>Matrix** and **<<List** in the upper-left corner of the page to switch between the matrix view of the schedule and the list view of the schedule.

To view the student's schedule in the Student portal:

1. Click the **My Info** tab.
2. Click the **Schedule** side-tab.

Course Requests for Next Year

In the Family portal:

To view the student's course requests for the next year:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab, then click **Requests.**

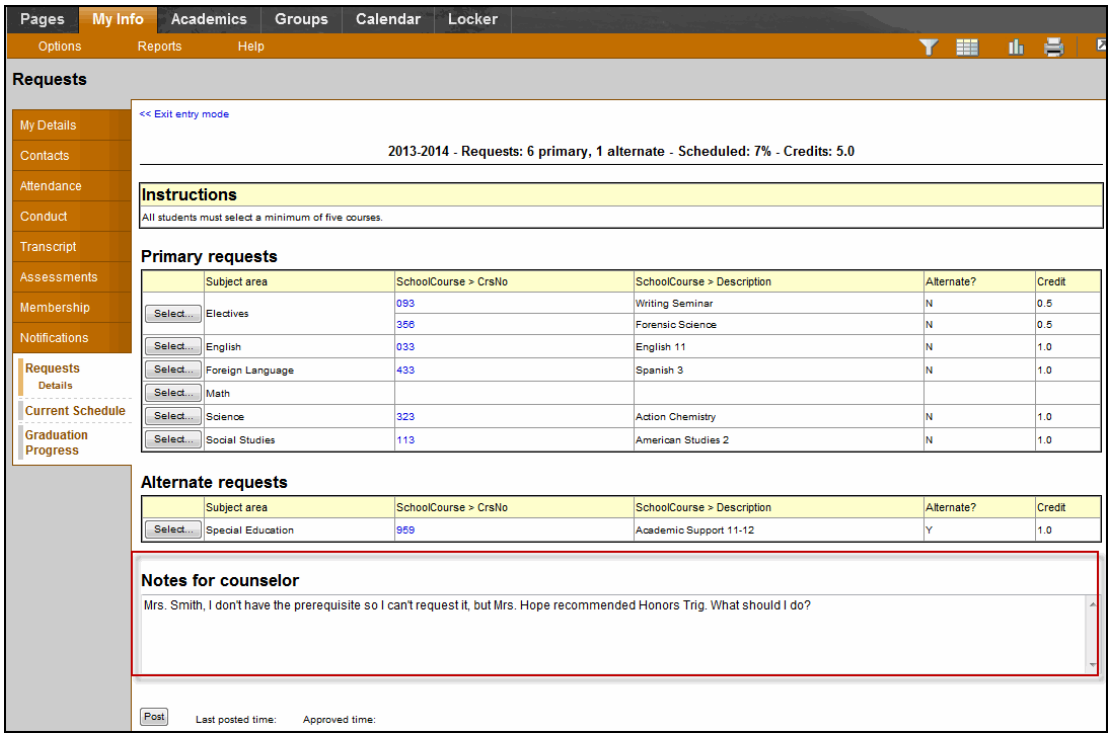
In the Student portal:

View and enter your requests for next year's courses. Your school will determine the date range when you can select courses. During this date range, you can come here to enter and make changes at any time.

When you finish, click **Post** to notify your counselor that you are done.

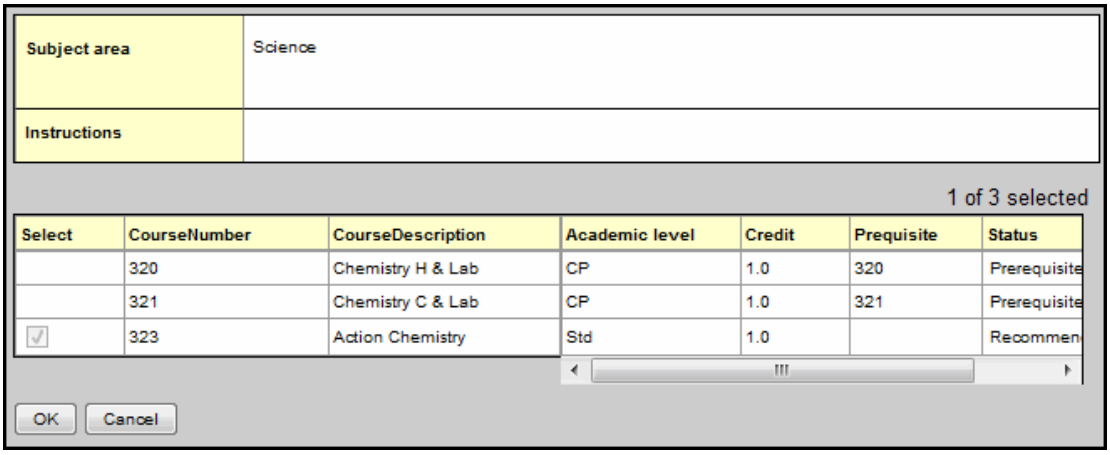
To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The Requests page appears:



4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests.**Note:** If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the Requests page.

In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear:



Subject area	Science
Instructions	

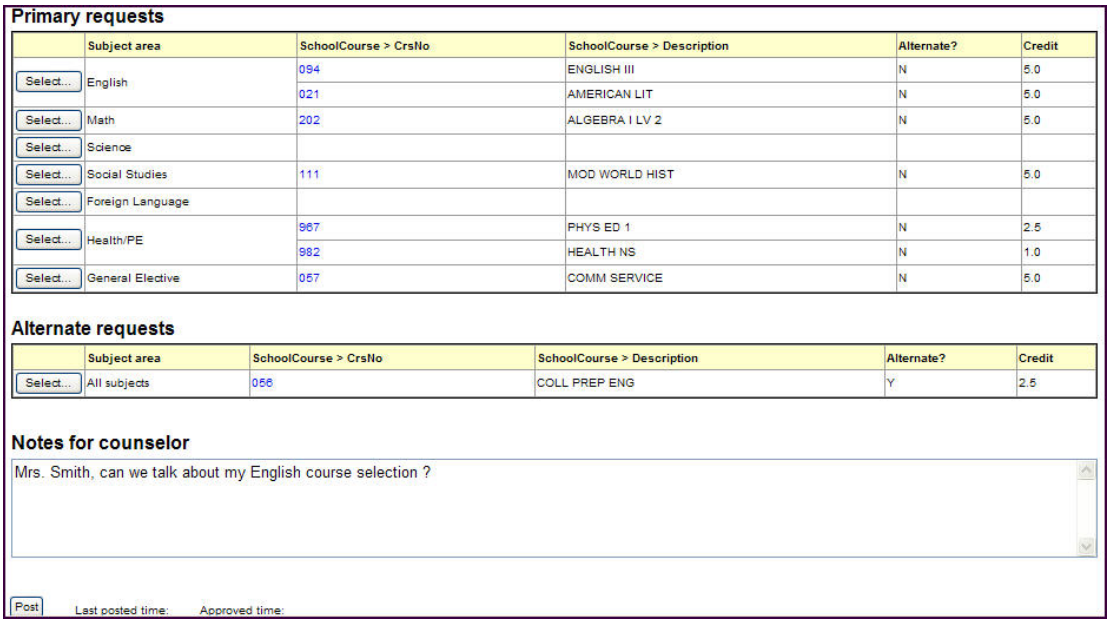
1 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
☑	323	Action Chemistry	Std	1.0		Recommen

OK Cancel

Use the following tips when selecting a course to request:

- If your teacher recommended a course, a checkmark appears in the ***Select*** column. That course becomes a course request when you click **OK.**
- The ***Status*** column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.
- If your teacher entered comments about a recommendation for you, appears in the ***Status*** column. Click the icon to view the comments.
- If you are entering alternate requests, you can type a number in the ***Priority*** column to prioritize them; type *1* next to the alternate you want to try to be scheduled in first, type *2* in the next alternate you would want on your schedule, and so on:



Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
		021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	967	PHYS ED 1	N	2.5
		982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	056	COLL PREP ENG	Y	2.5

Notes for counselor

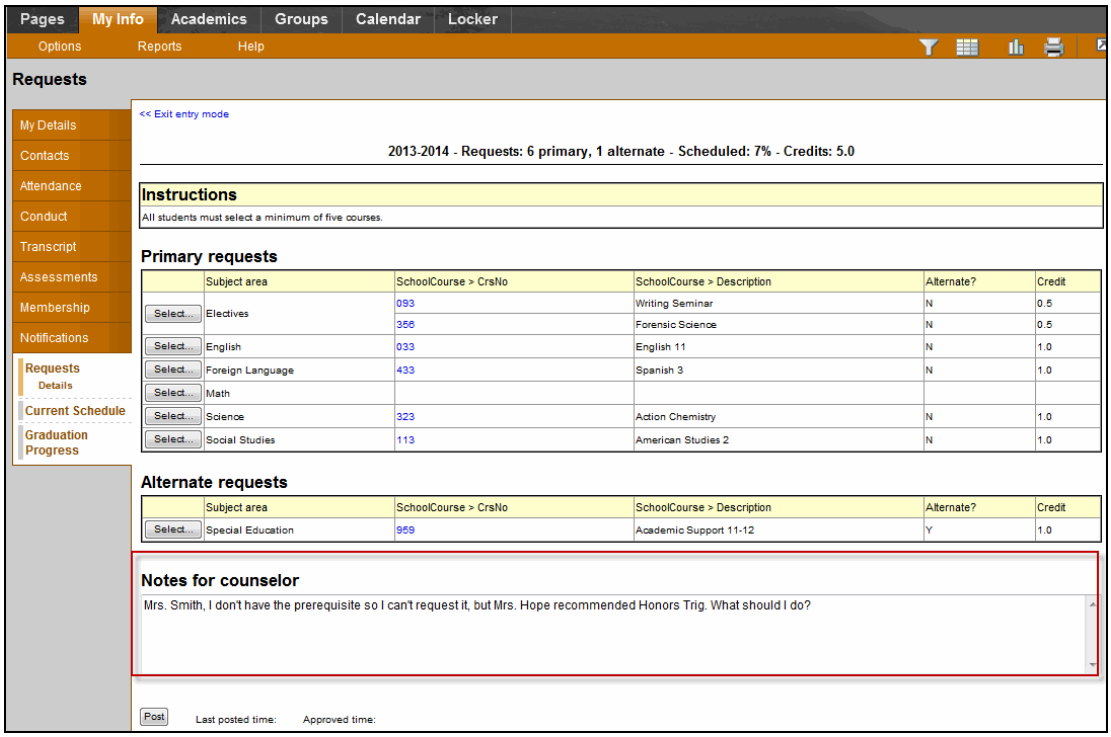
Mrs. Smith, can we talk about my English course selection ?

Post Last posted time: Approved time:

5. Select the checkbox in the ***Select*** column of the course(s) you want to request, and click **OK.** The requests now appear on your Requests page.

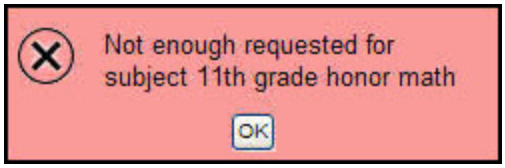
> **Note:** To remove a request from your Requests page, click the **Select** checkbox again to deselect it.

6. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests:


Pages
My Info
Academics
Groups
Calendar
Locker
Options
Reports
Help
Requests
My Details
Contacts
Attendance
Conduct
Transcript
Assessments
Membership
Notifications
Requests
Details
Current Schedule
Graduation Progress
<< Exit entry mode
2013-2014 - Requests: 6 primary, 1 alternate - Scheduled: 7% - Credits: 5.0
Instructions
All students must select a minimum of five courses.
Primary requests
Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? | Credit
Select... Electives | 093 | Writing Seminar | N | 0.5
Select... | 356 | Forensic Science | N | 0.5
Select... English | 033 | English 11 | N | 1.0
Select... Foreign Language | 433 | Spanish 3 | N | 1.0
Select... Math
Select... Science | 323 | Action Chemistry | N | 1.0
Select... Social Studies | 113 | American Studies 2 | N | 1.0
Alternate requests
Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? | Credit
Select... Special Education | 959 | Academic Support 11-12 | Y | 1.0
Notes for counselor
Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?
Post
Last posted time:
Approved time:

Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime.

7. After you complete entering your requests, click **Post** at the bottom of the page.This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:



> **Note:** Once your counselor approves your requests, you can no longer make changes to your course selections.

Subscribe to Email Notifications

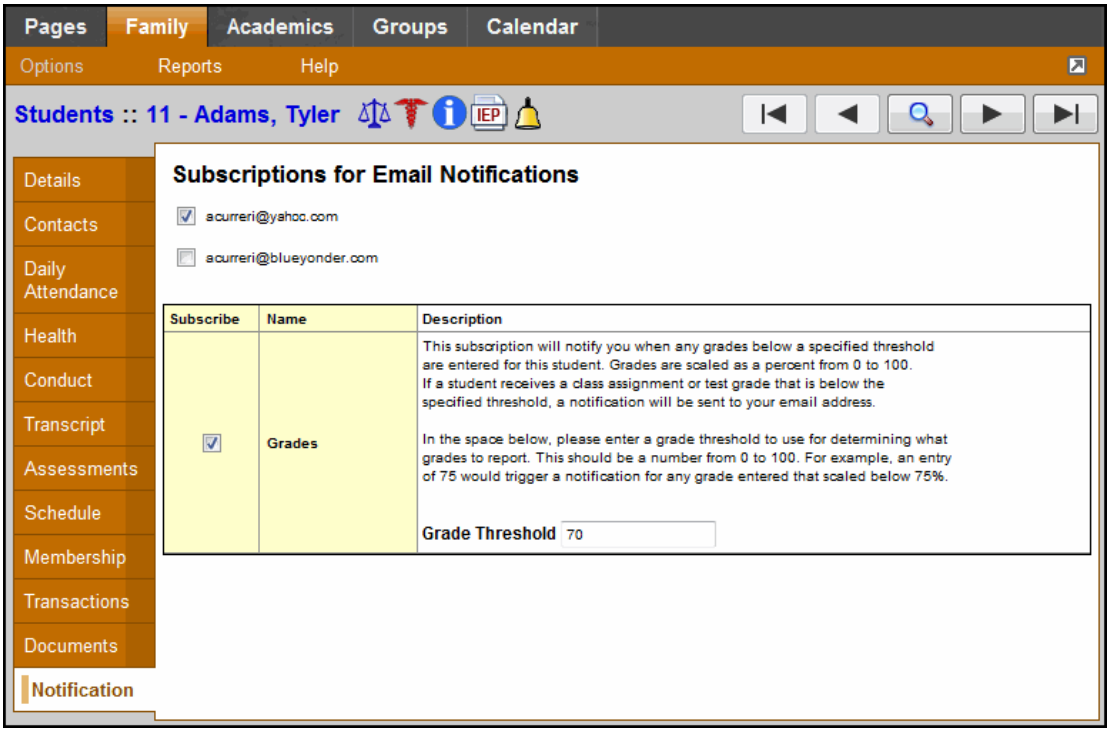
When your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A new conduct record is created.
- A new visit to the health office record is recorded.
- A grade below the threshold you define is recorded.

Note that you can also get reminders, announcements, and alerts via text using the free Follett Notifications app.

To subscribe to email notifications:

1. Do one of the following:
   - In the Family portal: Click the **Family** tab.
   - In the Student portal: Click the **My Info** tab.
2. Click the **Notification** side-tab:


Pages
Family
Academics
Groups
Calendar
Options
Reports
Help
Students :: 11 - Adams, Tyler
IEP
Details
Contacts
Daily Attendance
Health
Conduct
Transcript
Assessments
Schedule
Membership
Transactions
Documents
Notification
Subscriptions for Email Notifications
acurreri@yahoo.com
acurreri@blueyonder.com
Subscribe
Name
Description
Grades
This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address.
In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.
Grade Threshold
70

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each email, select the **Subscribe** checkbox if you want to receive that email notification.

> **Note:** For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click **Set Preferences** on the settings bar at the top of the page, then the **Security** sub-tab.

> **Note:** Your changes to this page are saved automatically. There is no **Save** button.

Viewing Academic Information

The **Academics** tab gives you access to view:

- classes
- assignments
- class attendance

View Classes

The Classes page on the Academics tab lists classes for the current school year and a summary of attendance and performance in the class you selected:

- The top of the page shows information about the class.
- A **Teacher Notes** section appears if the teacher has provided any comments about the class.
- The Attendance Summary displays absences, tardies, and dismissals for each term, and a current total for the year.
- The Average Summary lists the assignment categories (such as Homework, Tests, Quizzes) in the class, with a grade for each term and the current average.
- The bottom of the page shows the semester running total and an overall cumulative average for the selected class.

> **Note:** Some of the features listed might not be available to you, based on your district's use of Aspen.

To view details about attendance and performance in a class:

1. Click the **Academics** tab.
2. Select the checkbox next to a course section, and then click the **Details** side-tab.

   For each class, you can see the following:

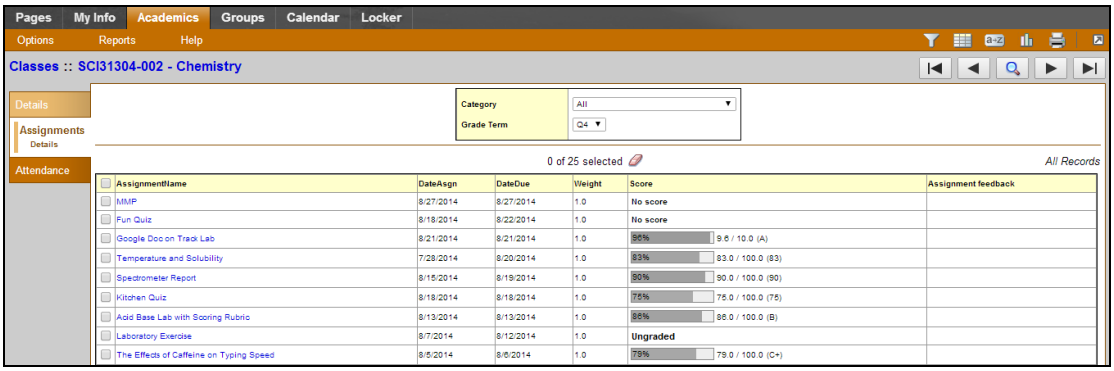
   - Course number and description (such as 100.1 Chemistry)
   - Term the student takes the class (such as Semester 1)
   - Schedule (which days and periods the class is held)

- Teacher
- Room
- Current term average
- Current year average
- Number of absences, tardies, and dismissals

View Assignments

To view the grades on specific assignments in a class:

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab. The assignments page appears:



4. Click the **Category** drop-down to select:
   - **All** to view all assignments, or
   - A category to see only that type of assignment (for example, click **Tests** to view only test grades).
5. Click the **Grade Term** drop-down to select:
   - **All** to view assignments from all terms, or
   - A term to see only assignments from that term.

   The list displays the name, date assigned, date due, weight, and score for each assignment.

   The Score column lists your assignment score both as a fraction of the total possible points and as a percentage, which is shown graphically as a bar. The actual grade the teacher entered for that assignment, whether numerical or letter-based, appears in parentheses to the right of the fraction.

   Any remarks the teacher entered for the score appear in the “Assignment feedback” column.

   If the teacher included or student posted a file, it appears in the "Resources Provided by the Teacher" or "Resources Submitted by the Student" fields. Click the file name to view, open, or save the file.

Note: To submit an assignment online, see Submit Assignments Online.

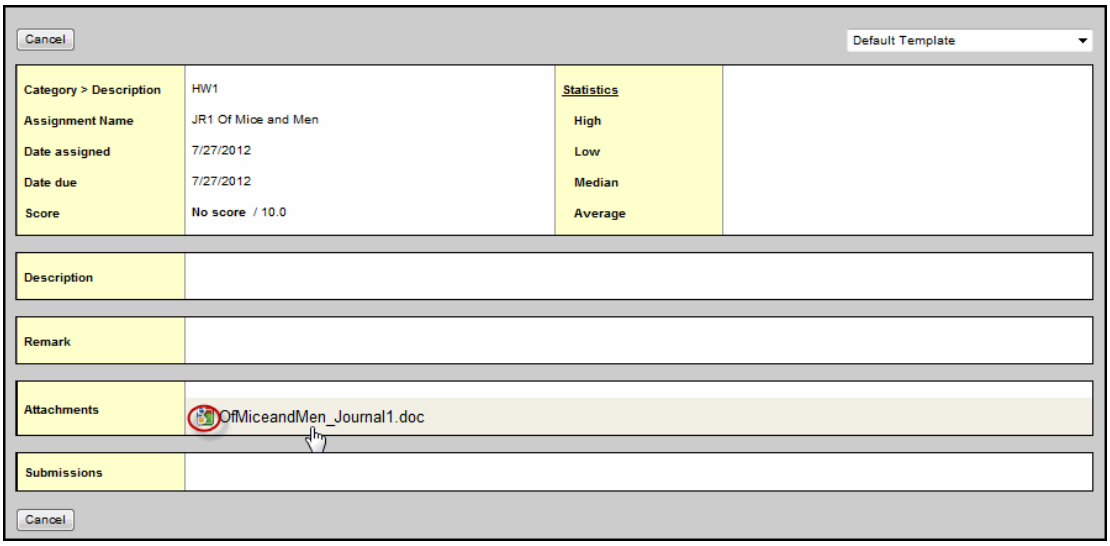
6. To view more details, click the assignment name.
7. After you finish looking at the details, click **Cancel** to return to the list of assignments, or click any other side-tab or tab.

> **Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Complete a Google Doc Assignment

Your teacher might create an assignment that you must complete and submit online using Google Docs™.

> **Note:** To open or view a Google Doc, you need a Google account. The first time you try to open a Google Doc, Google will ask you to grant access between the applications. This is a one-time step.

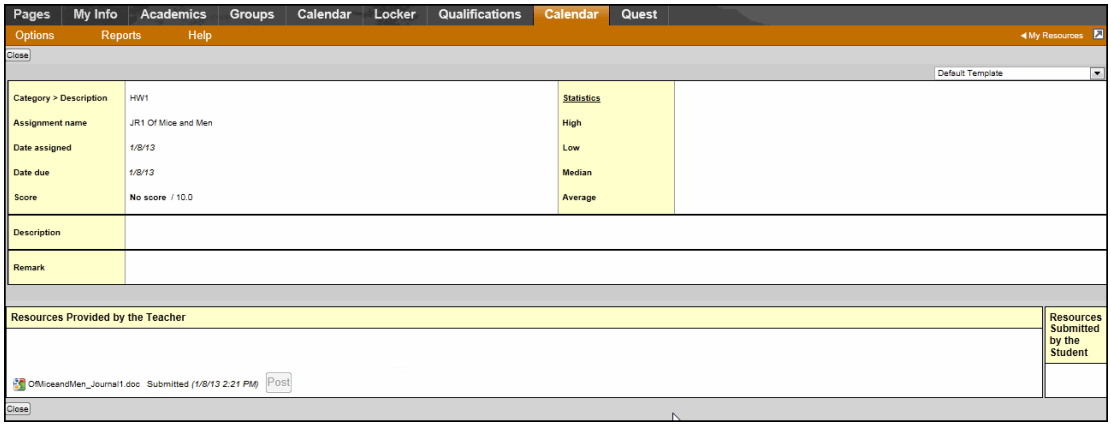


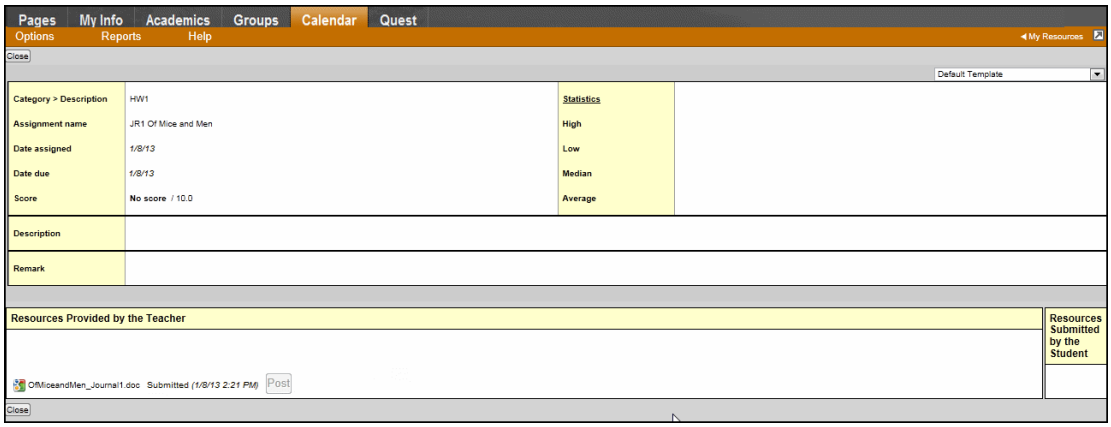
The file appears in your To Do widget on your class Page, and on your Calendar.

To complete your assignment:

1. Do one of the following:
   - In the To Do widget, click the assignment name. The Assignment pop-up appears.
   - Click the **Calendar** tab, and then find and select the appropriate assignment. The assignment details appear.
2. Click the document in the **Resources Provided by the Teacher** field. The document opens.
3. Complete the assignment online.

4. When you are done, click **Post** next to the document name. The date and time the document was submitted appear:





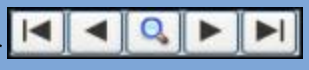
After the due date for the assignment, you can open and view your teacher's comments on the document you post.

View Class Attendance

The **Attendance** side-tab lists any dates not in class for the entire period, due to an absence, tardy or dismissal, and any reason provided.

To view details for a class attendance record:

1. Click the **Academics** tab.
2. Click the **Attendance** side-tab.
3. Click a date.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Viewing Groups

The **Groups** tab allows you to view the following:

- groups' details
- other members of the groups
- scheduled events associated with the groups

View Student's Groups

To view details regarding a group that the student belongs to:

1. Click the **Groups** tab.
2. Click the **Details** side-tab.

   Click a group to view the following details:

   - Group name
   - Group Category (such as Athletics or Academics)
   - Position (student's position within the group, if any, such as Captain or Secretary)
   - Advisor's name

> **Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Fellow Group Members

To view the members of a group:

1. Click the **Group** tab.
2. Select the group.
3. Click the **Members** side-tab. The page lists each of the fellow members' names.

> **Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

View Group Events

Students' group events appear on the calendar in the portals.

To view details for a group's event:

1. Click the **Groups** tab.
2. Select the group.
3. Click the **Events** side-tab. For each event, the page lists the following:
   - Date
   - Time
   - Summary (a description of the event)
   - Location
4. To view an event's details, click the event's name.

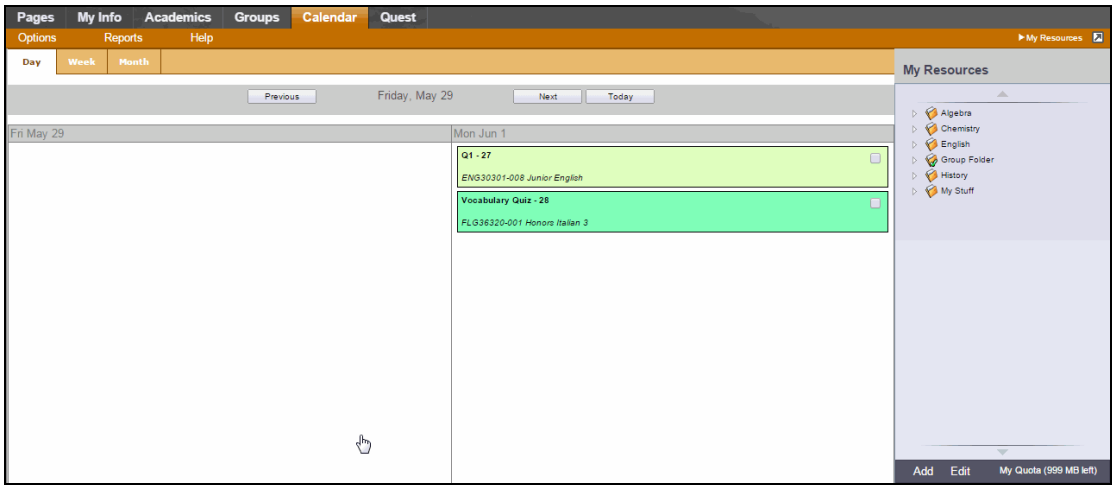
> **Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.

Using the Calendar

Use the **Calendar** tab to manage your assignments and time. To make the calendar most helpful, be sure to click **Calendar Settings** on the **Options** menu to define your calendar settings.

Your calendar can display the following:

- Assignments that your teachers assign.
- Appointments that you create.
- My Resources that you can use to store your documents.



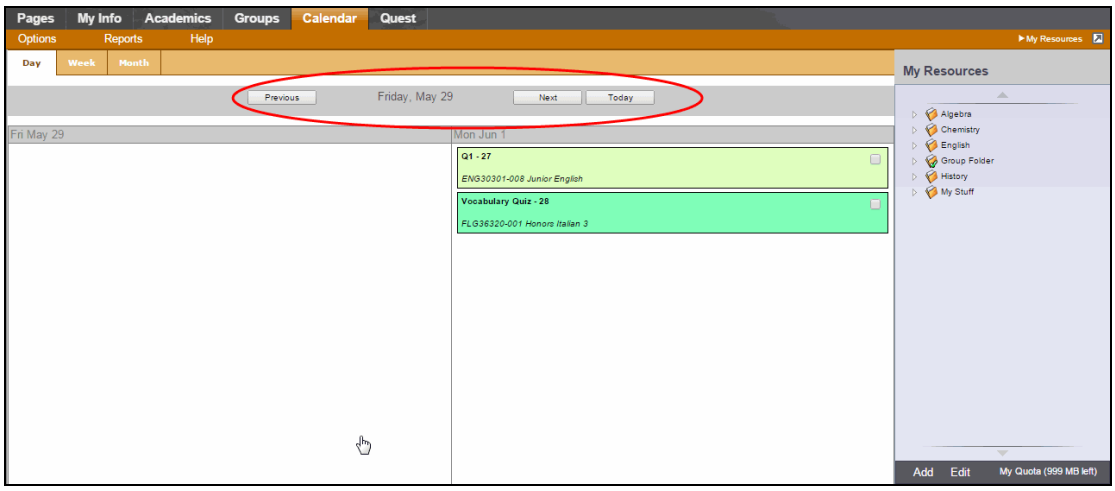
Determine Which Days to View

1. Click one of the following:

- **Day** to view assignments and appointments for one day
- **Week** to view assignments and appointments for one week
- **Month** to view assignments and appointments for one month

Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three items on that day. Click the triangle at the bottom to see the day view when there are more than three items.

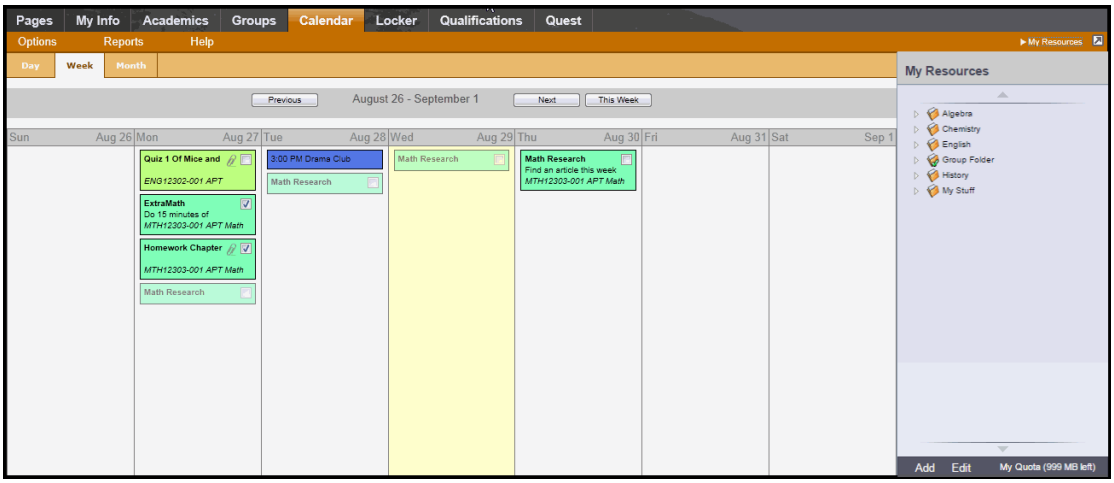
On either side of the date(s) you are viewing, buttons to move between dates appear:



2. Do any of the following to move between dates:
   - Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
   - Click **Next** to view the day, week, or month after the one you are currently viewing.
   - Click **This Week** to view the current week.

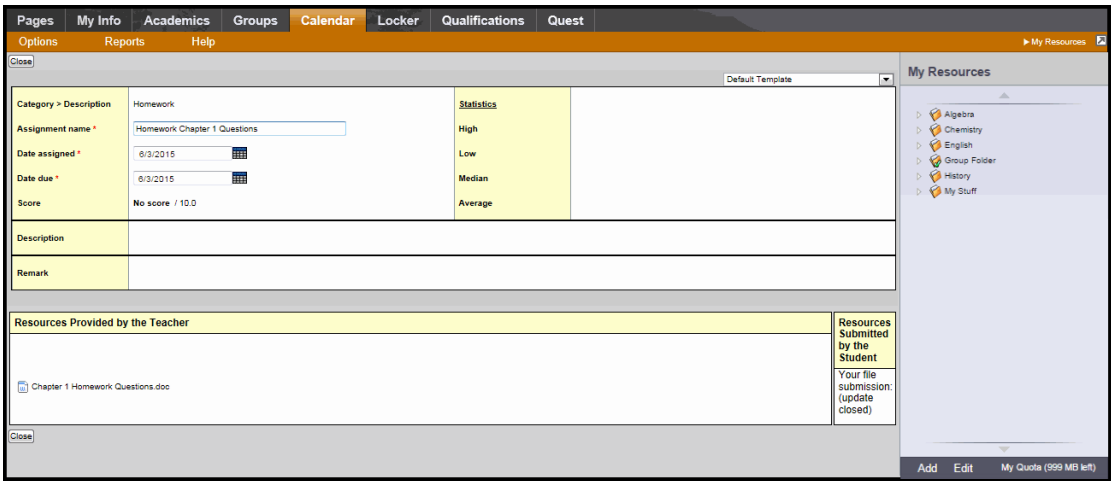
Manage Your Assignments

Any assignments due on a specific date appear towards the top of the day. If you select the **Activate Reminders** checkbox in your calendar settings, assignments you should be working on appear at the bottom of the date in a lighter color:



Note: The **Paper clip** icon indicates that the assignment has an attachment. You must click the assignment to view the details and access the attachment in the **Resources Provided by the Teacher** field.

Click an assignment to view its details:



In the **Resources Provided by the Teacher** field, you might find documents or quizzes you either need to download, edit, and upload, or complete and submit online. Click the **Document type** icon (such as) to open it.

If you upload your homework document to My Resources, you can click, drag, and drop your file into the **Resources Submitted by the Student** field to submit your homework to your teacher.

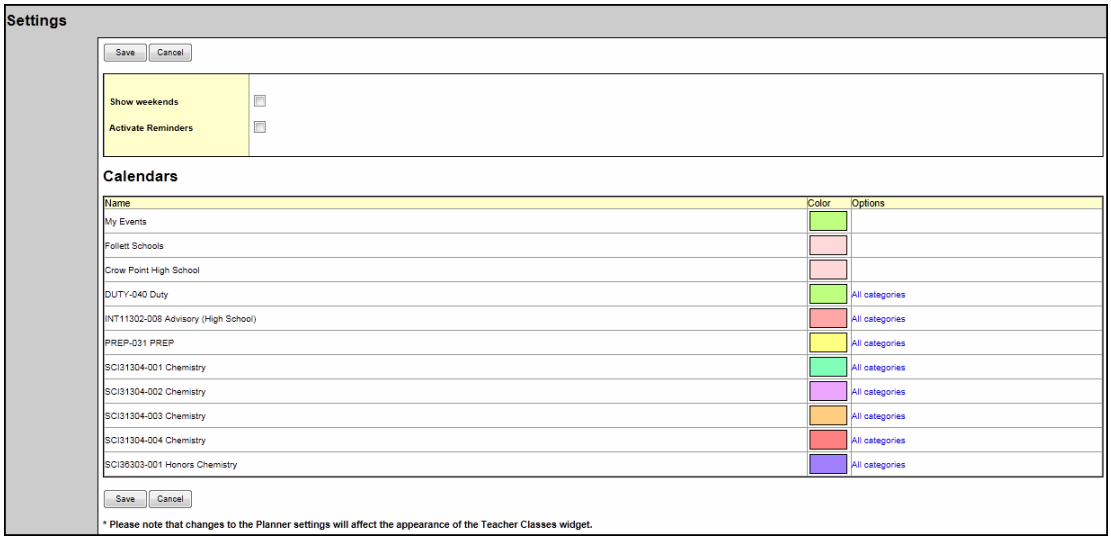
Note: Sometimes students take classes at more than one school during a term. In those cases, assignments for the student's primary and secondary schools appear on the calendar.

Define Your Calendar Settings

Define your calendar settings to determine how your classes appear on your calendar.

To define your calendar settings:

1. Click the **Calendar** tab.
2. On the **Options** menu, click **Calendar Settings.** The Settings page appears:



3. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.
Activate Reminders	Select this checkbox if you want to display a line on each date you should be working on an assignment. If you do not select this checkbox, the assignment only appears on the date it is due.
Color	Determine the highlighter colors that represent your classes and appointments on your planner. In the ***Color*** column, click the color box next to the class. The Color Chooser appears. Click a color, and click **OK.** Within each class , you can click **All Categories** to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class. **Note:** The colors for appointments is set by the ***My Events*** color.

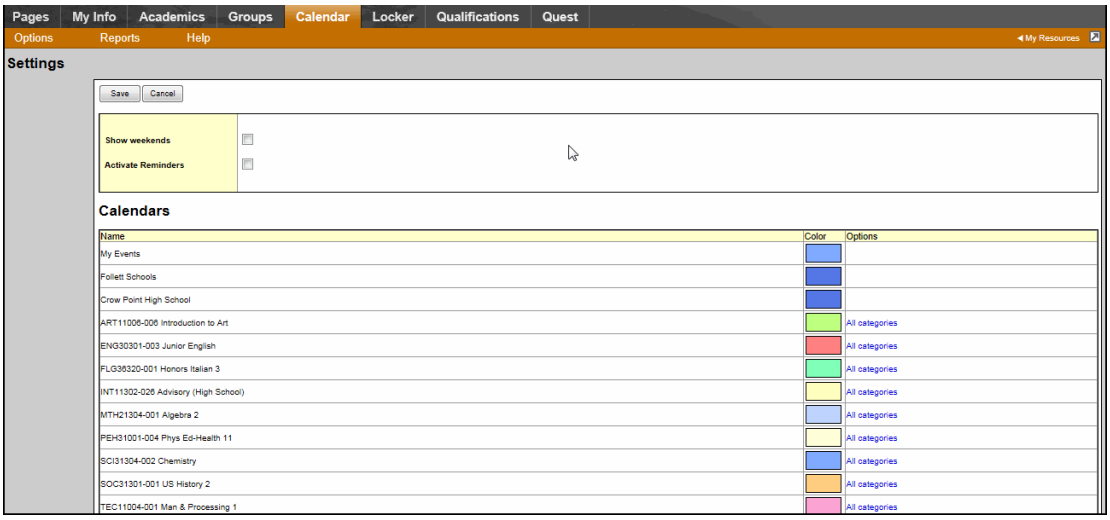
4. Click **Save.**

Use the Student Calendar

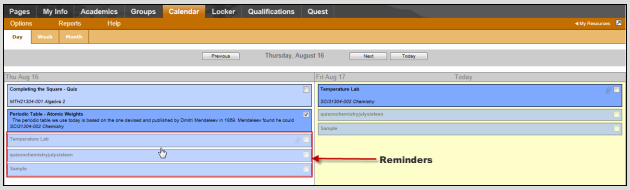
Use the **Calendar** tab to view and keep track of your past, current, and upcoming assignments. You can also add appointments to your calendar.

Setting Up Your Calendar

1. On the **Options** menu, click **Calendar Settings.** The Settings page appears:



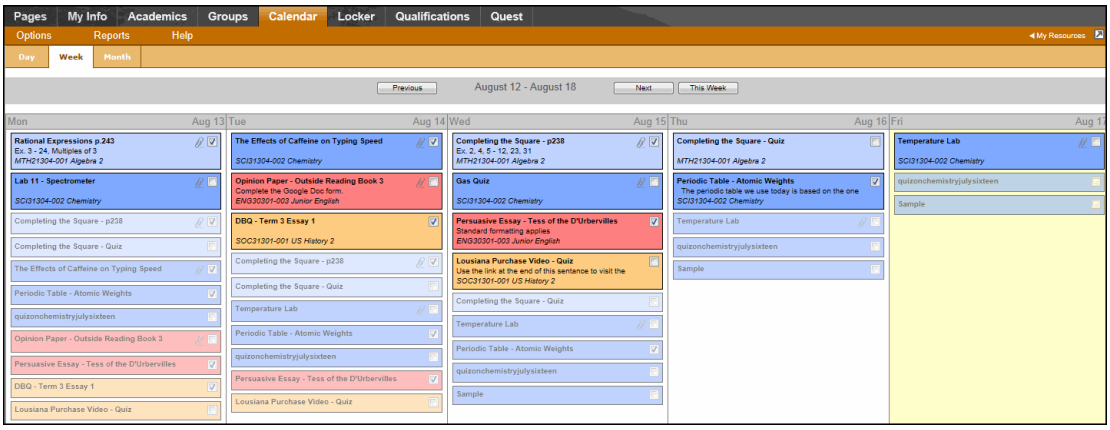
2. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.
Activate Reminders	Select this checkbox if you want to see a reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due. Including reminder lines is a good way to keep a current to-do list of what you should be working on for all your classes:  **Note:** If you select this checkbox, your calendar could contain many assignment reminder lines for each date.
Color	Determine the highlighter colors that represent your sections and appointments on your planner. In the **Color** column, click the color box next to the item. The Color Chooser appears. Click a color, and then click **OK.** Within each class section, you can click **All Categories** to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class (for example, you might want all quizzes to appear in red). **Note:** The colors for appointments is set by the **My Events** color.

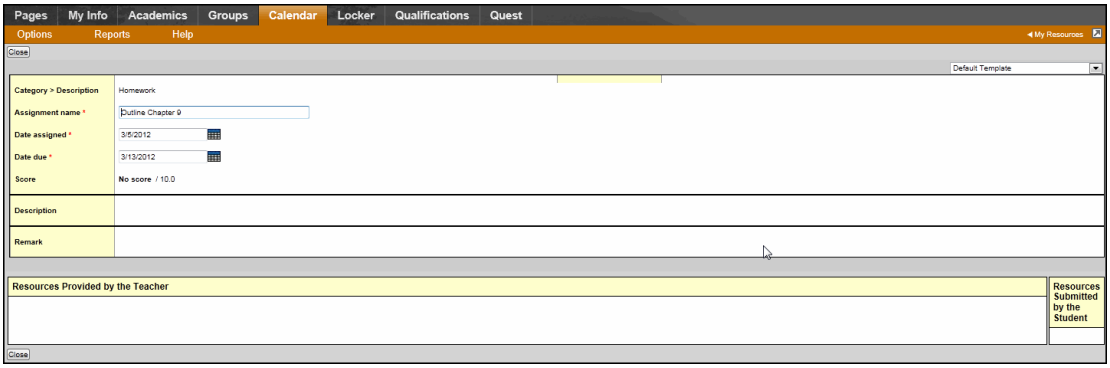
3. Click **Save.**

Using Your Calendar

1. Click the **Day, Week,** or **Month** sub-tab to determine how many days to view:



2. Click **Previous** to view the previous day, week or month, or click **Next** to view the next day, week, or month. Click **This Week** to return to the current week.
3. For each day, click any assignment to view its details:



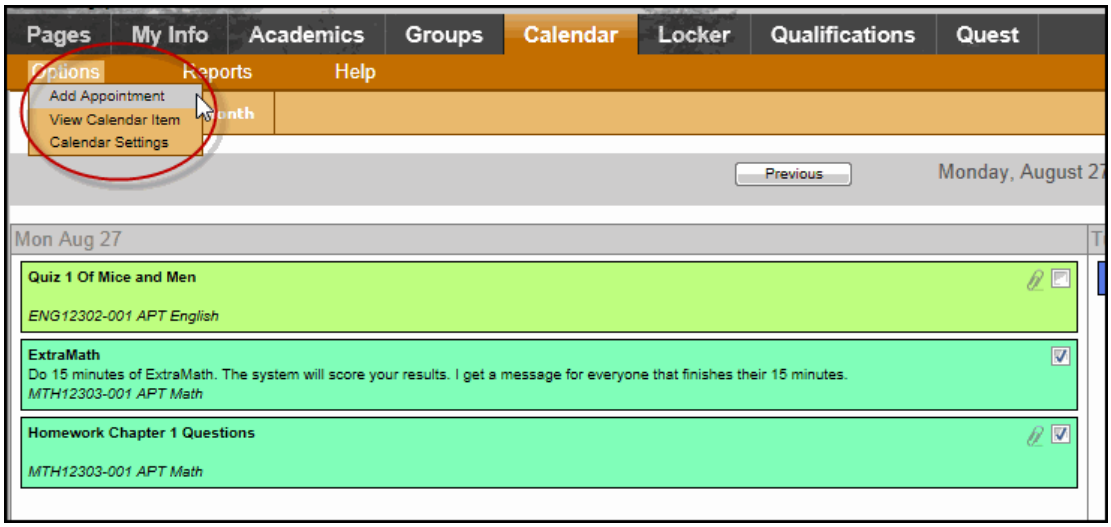
4. If an assignment is due on a date, the text and color is dark. After you complete the assignment, select the checkbox to indicate you are finished. If you select the **Activate Reminders** check-box in your settings, reminders appear in lighter text and color for assignments that are not due on a date, but are listed.
5. If a **Paper clip** icon appears for an assignment, you must upload or enter information online to complete that assignment.

Add Calendar Events

Any events you have created appear on your calendar in the color you defined in your calendar settings.

To add a new event:

1. On the **Options** menu, click **Add Appointment:**



2. Type a **Start date**, or click to select a date.
3. Type a **Start time**, if applicable.
4. Type a summary of the event (such as *Braces off!*). The summary appears in that day on your calendar.
5. Type a description if desired.
6. Click **Save.**

Use My Resources

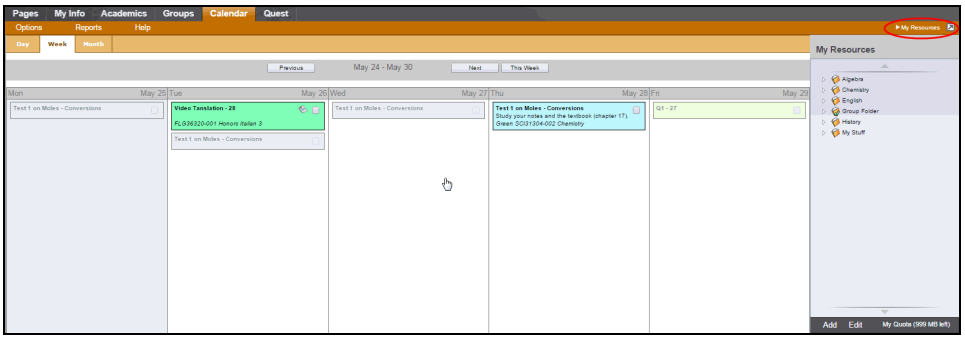
Use My Resources in Aspen's Student portal to store and organize your schoolwork.

You need to know how to do the following:

- Add folders
- Add files
- Add weblinks
- Add notes
- Edit resources
- Keep enough free space

To use My Resources:

1. Log on to the Student portal, and then click the **Calendar** tab.
2. In the upper-right corner, click **My Resources.** My Resources opens:



The Group folder automatically appears. Inside it, there is a folder for each group you belong to, such as each of your classes, the debate team, and the yearbook club.

You can access files and links within those folders, but you cannot edit them.

Add Folders

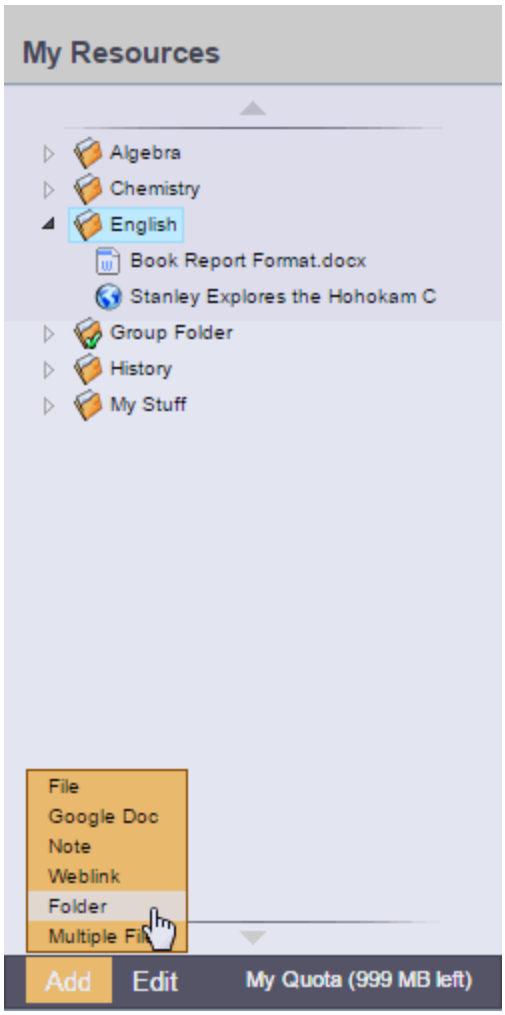
Add your own folders to My Resources to organize your school work. For example, you might make a folder for the current year. Within that folder, create a folder for each class. Then, within each class folder, you can store your files, links, and even notes. My Resources can act like your online class binder!

You can also create a student portfolio to store your best work from each school year. This way, when senior year rolls around, you have quick and easy access to all of your portfolio pieces. You can even link to your portfolio video that you have posted on the web.

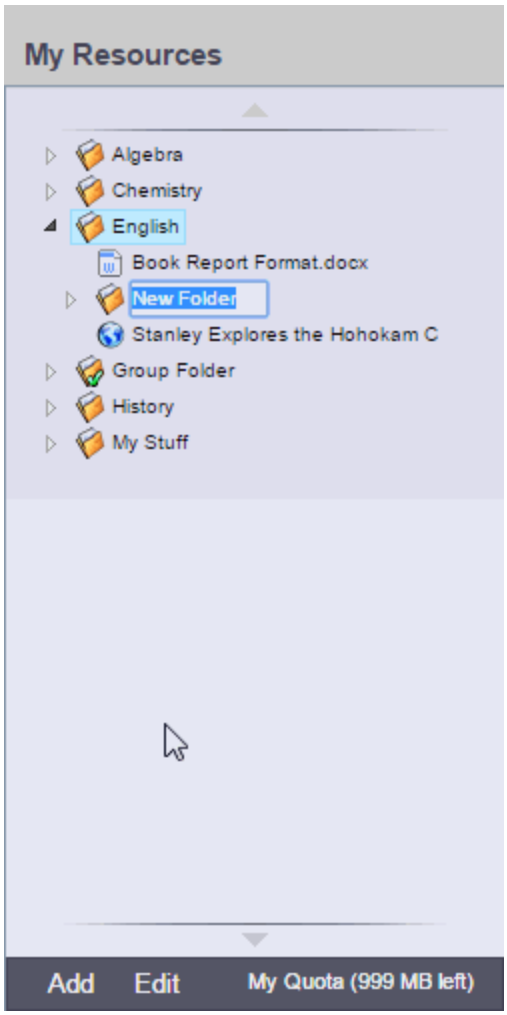
Note: My Resources has a storage quota set by your district; you have a limited amount of storage space.

To create folders in My Resources:

1. Be sure that the Group Folder is not selected.
2. At the bottom of My Resources, click **Add**, and then **Folder**:



A new folder appears in My Resources:



3. Type a name, and then press **ENTER.**
4. To make a folder within that folder, select the folder; and then click **Add > Folder**. The new folder appears within the folder you first created.

> **Note:** You can click, drag, and drop files, links, notes, and folders within the My Resources folders that you create.

Add Files

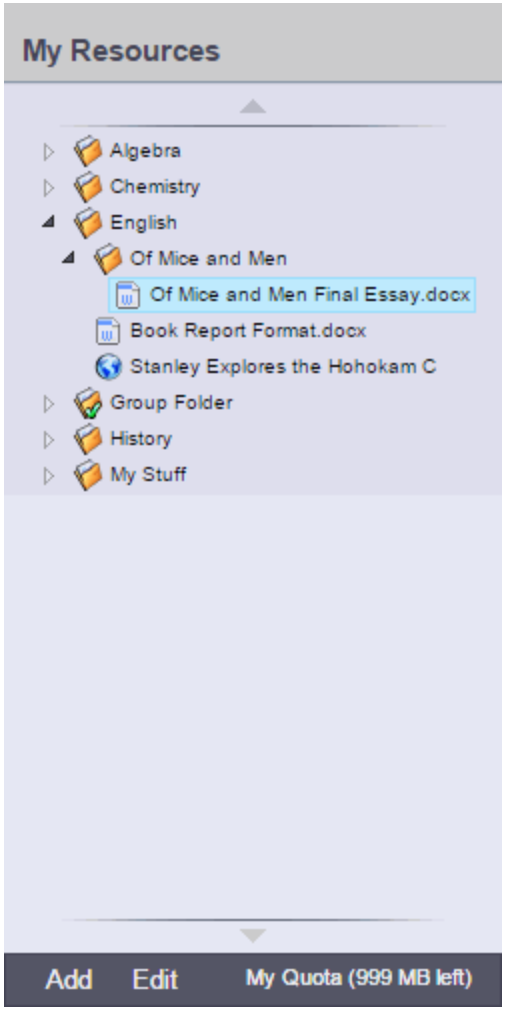
My Resources is a great place to store drafts of your work. This way, you can access them from any computer with Internet access.

There are two ways to add files to My Resources:

- Add one file at a time.
- Add multiple files.

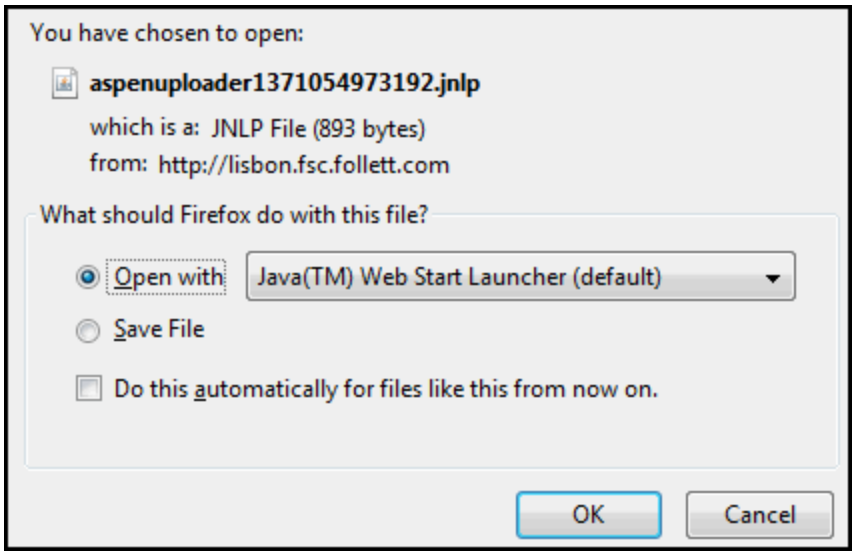
To add one file to My Resources:

1. Select the folder you want to store the file in.
2. At the bottom of My Resources, click **Add**, and then click **File.** The Upload pop-up appears.
3. Next to the file field, click **Browse** to find the file on your computer.
4. Click **Open.**
5. If you want, type a description of the file in the **Description** field.
6. Click **Save.** The file appears in the folder:

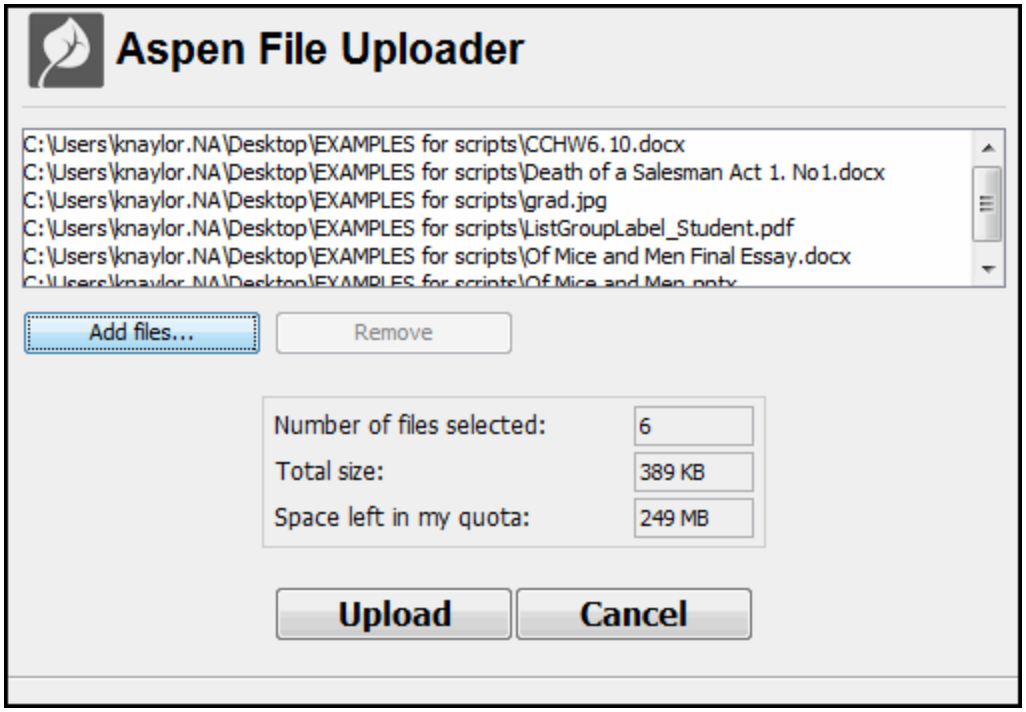


To add multiple files to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, and then click **Multiple Files.** Select how you want to open the Aspen Uploader, and then click **OK:**



The Aspen File Uploader appears:



3. Click **Add files.**
4. On your computer, find the files you want to upload. To select more than one file, press **CTRL** while you click each file name if you are using a PC, or press **Command** if you are using a Mac.
5. Click **Open.** The file names appear in the Aspen File Uploader.
6. Click **Upload.** The Aspen File Uploader uploads all of the files to the folder you selected.

Add Weblinks

Store links to websites in My Resources. For example, you might have a folder that is holding all of the resources you need for your history paper. You can store the link to each of your online sources

in that folder, right alongside your draft, and any other resources you might need.

To add a weblink to My Resources:

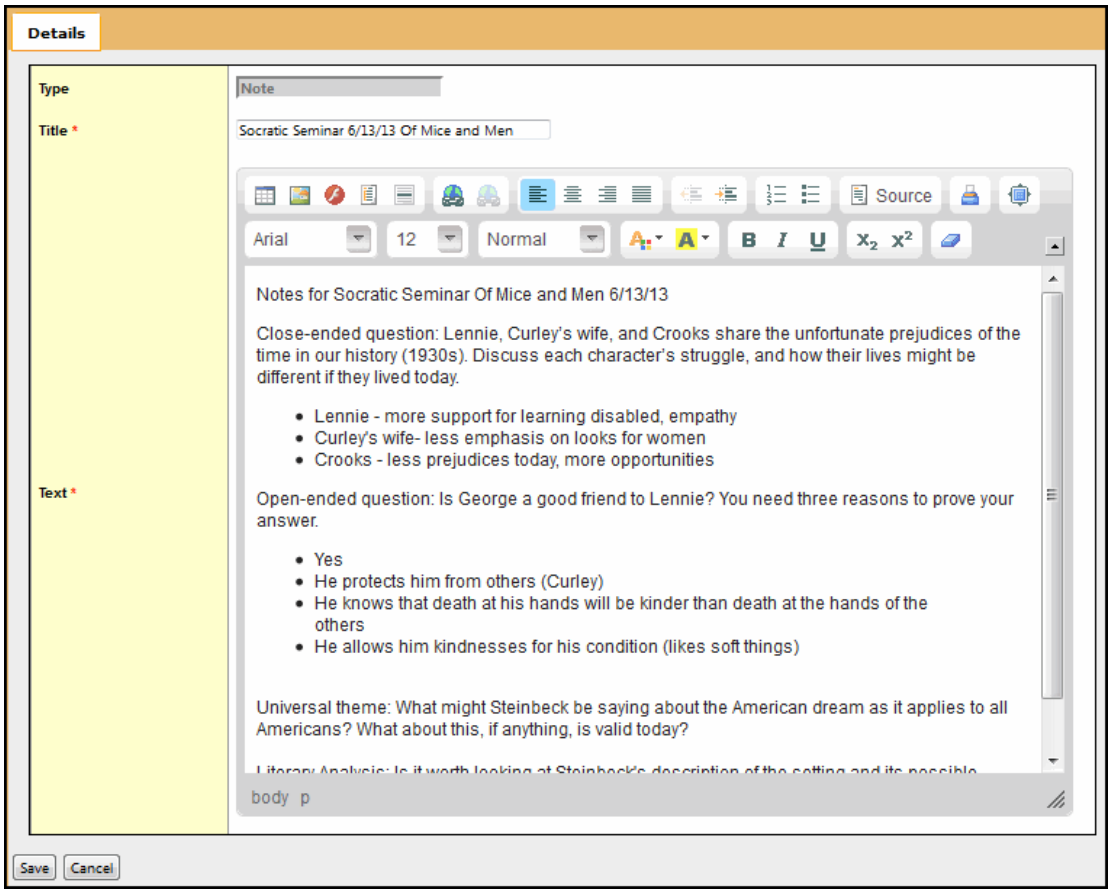
1. Go to the web address you want to save in My Resources.
2. Copy the web address in the **Address** bar of your web browser.
3. In My Resources, select the folder you want to store the files in.
4. At the bottom of My Resources, click **Add**, and then click **Weblink.**
5. Type a **Name** and **Description** to help you identify the link.
6. In the **URL** field, paste the web address that you copied in Step 2.
7. Click **Save.**

Add Notes

Create and save notes within My Resources. For example, if you can use your tablet or laptop in class, you might type your notes for class and save them. Or, if you are at the library doing research for a paper, you can type your notes, and copy weblinks into your notes to save all of your information.

To add notes to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**, and then click **Note.**
3. In the **Title** field, type a title for your note. This is the title that appears in My Resources.
4. In the **Text** box, type your text. You can use the formatting in the text editor, such as bulleted lists or different fonts. You can also insert weblinks or images:

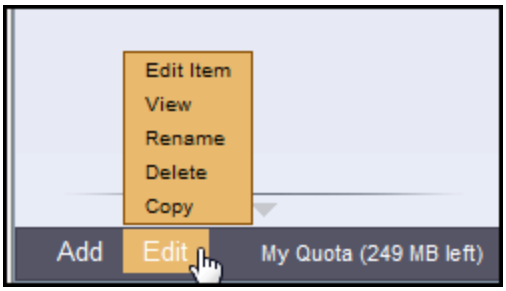

Details
Type
Note
Title *
Socratic Seminar 6/13/13 Of Mice and Men
Source
Arial
12
Normal
Notes for Socratic Seminar Of Mice and Men 6/13/13
Close-ended question: Lennie, Curley's wife, and Crooks share the unfortunate prejudices of the time in our history (1930s). Discuss each character's struggle, and how their lives might be different if they lived today.
Lennie - more support for learning disabled, empathy
Curley's wife- less emphasis on looks for women
Crooks - less prejudices today, more opportunities
Text *
Open-ended question: Is George a good friend to Lennie? You need three reasons to prove your answer.
Yes
He protects him from others (Curley)
He knows that death at his hands will be kinder than death at the hands of the others
He allows him kindnesses for his condition (likes soft things)
Universal theme: What might Steinbeck be saying about the American dream as it applies to all Americans? What about this, if anything, is valid today?
body p
Save
Cancel

5. Click **Save.**

> **Note:** If your school district subscribes to Aspen IMS, you can also upload Google Docs™ to My Resources for easy access.

Edit Resources

1. To edit a resource, select a file, folder, note, or link, and click **Edit** at the bottom of My Resources:



2. Select one of the following to edit the files in My Resources:

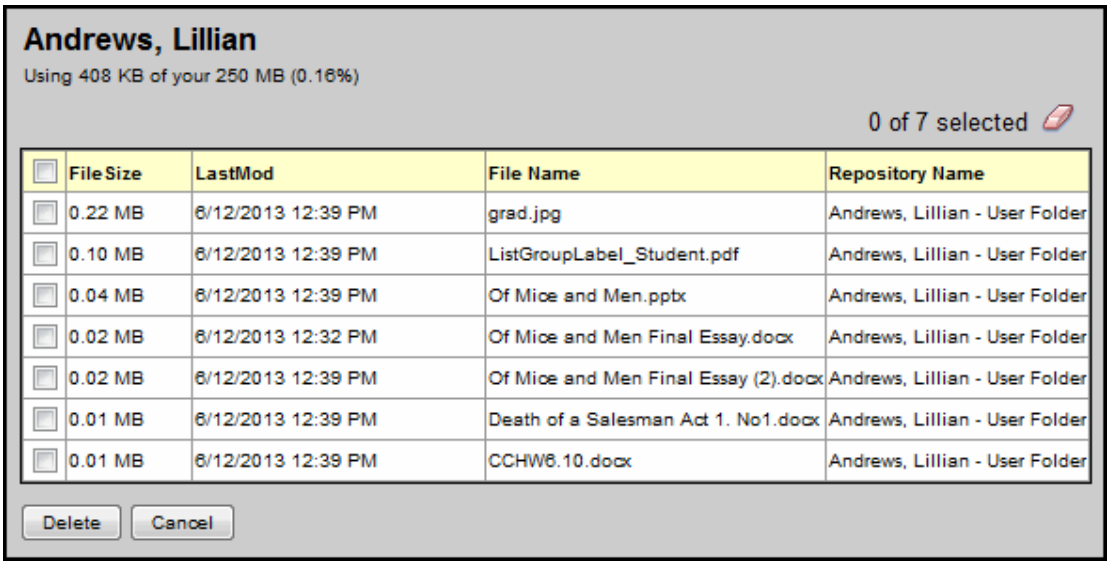
Field	Description
Edit Item	A details pop-up appears, where you can edit details such as file name, description, and file location. You cannot edit the contents of a file. To do that, you need to do one of the following: • Download the item, edit it, and upload the edited version. • Edit the version that is on your computer, upload it, and delete the unedited version. **Note:** You cannot edit a folder.
View	Based on your selection, one of the following occurs: • **For a folder:** The folder expands (if it was already expanded, nothing happens). • **For a file:** The file opens directly, or a pop-up asks you whether you want to save or open the file. • **For a note:** The note details appear, where you can make edits. • **For a Google Doc™:** You need to have a Google account and might need to grant Aspen access to Google Docs. **Note:** This is a feature of Aspen IMS. • **For a video:** The video opens in a new window. • **For a web page:** The web page opens in a new window. **Note:** Clicking **Edit** and then **View** is the same as double-clicking the item.
Rename	A rectangle appears around the folder name, and the text is highlighted. Type the new name, and then press **Enter** on your keyboard. **Note:** You cannot rename a file.

Field	Description
Delete	A confirmation message appears. Click **OK.** **Note:** If you are running out of space and want to delete multiple files at once, click the **My Quota** link.
Copy	A copy of the file appears, with a number, starting with **(2)**, appended to the file name. **Note:** You cannot copy a folder.

Keep Enough Free Space

You have a limited amount of storage space in My Resources, which is determined by your school district. The amount of storage space you have is called a quota. View the amount of space you have used at the bottom of My Resources:

Click **My Quota** to see all of your resources and the amount of space they take:



If you are running low on available space, select several files you no longer need, and click **Delete.** Keep in mind that once you delete files, you can no longer access them.

Using Quest to Search for Digital Content

The Internet is full of content, but it can be hard to find specific, appropriate, and relevant content for your classroom.

Accessed from Aspen's Staff view and the Student portal, the **Quest** tab includes up to four search tools to help teachers and students access appropriate digital content.

Use Quest's search tools to navigate the Internet and your library collection, refine search results, and efficiently access resources. Each tool has its own side-tab:

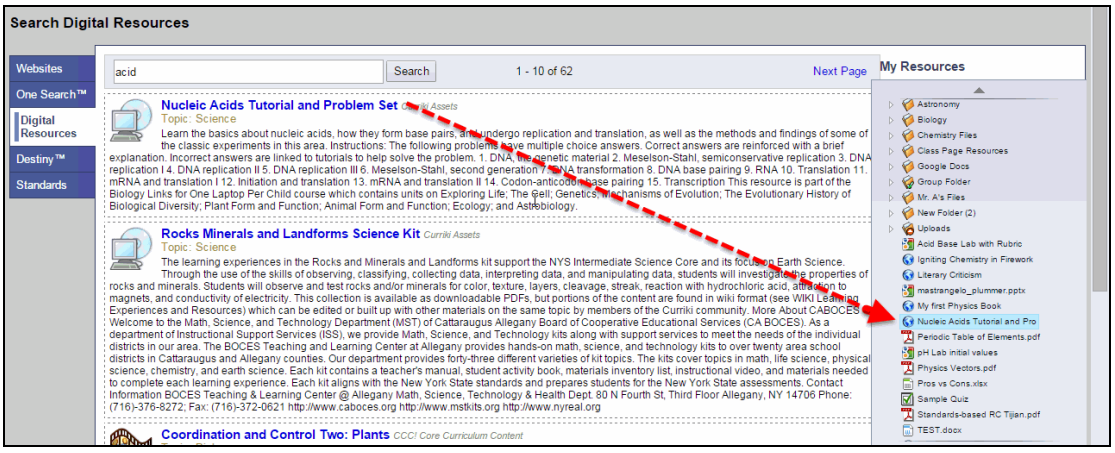
- WebPath Express: A digital content subscription of more than 80,000 credible, content-safe, and age-appropriate websites that are evaluated and assessed by educators regularly.

> **Note:** WebPath Express is an additional subscription your district can purchase with Aspen IMS.

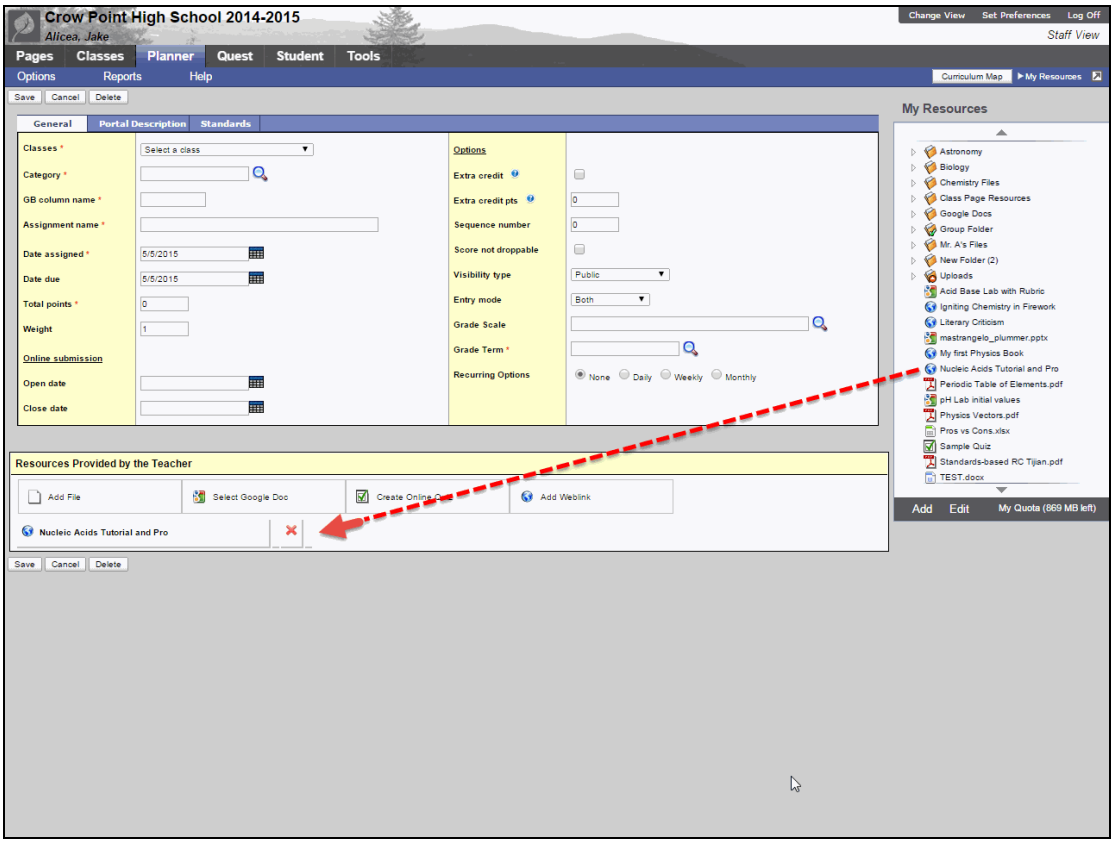
- One Search: A school's collection of subscription and free online databases.
- Digital Resources: A school's digital resources, which might include Follett's Resources Services, or another digital resources service.
- Destiny: A school's library resources, available through a link to Destiny Library Manager.

When you find a great link or resource, you can drag and drop it into My Resources. This way, you can instantly share it on a Page by placing it in a group folder, or store it in a personal folder to access when you need it.

For example, as a teacher, you might find a great website for students to use when completing tonight's lesson. Drag and drop the link from the search tool on the **Quest** tab to a folder for that unit in My Resources:



Then, as you create the assignment, drag and drop the links from My Resources to the **Resources Provided by the Teacher** section. Your students can go to the Student portal to access the links and any other resources you provide for them:



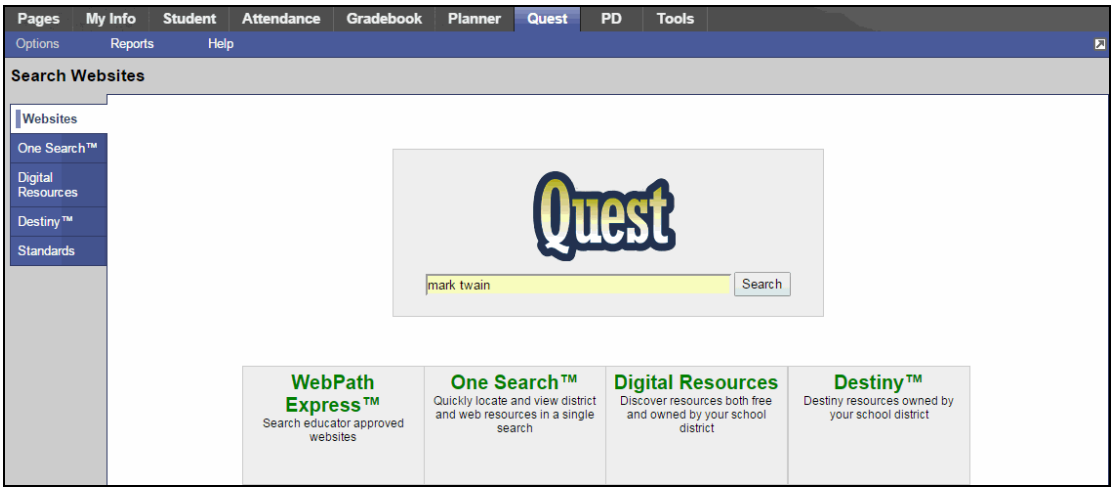
WebPath Express

WebPath Express provides instant access to grade-appropriate, educator-approved websites.

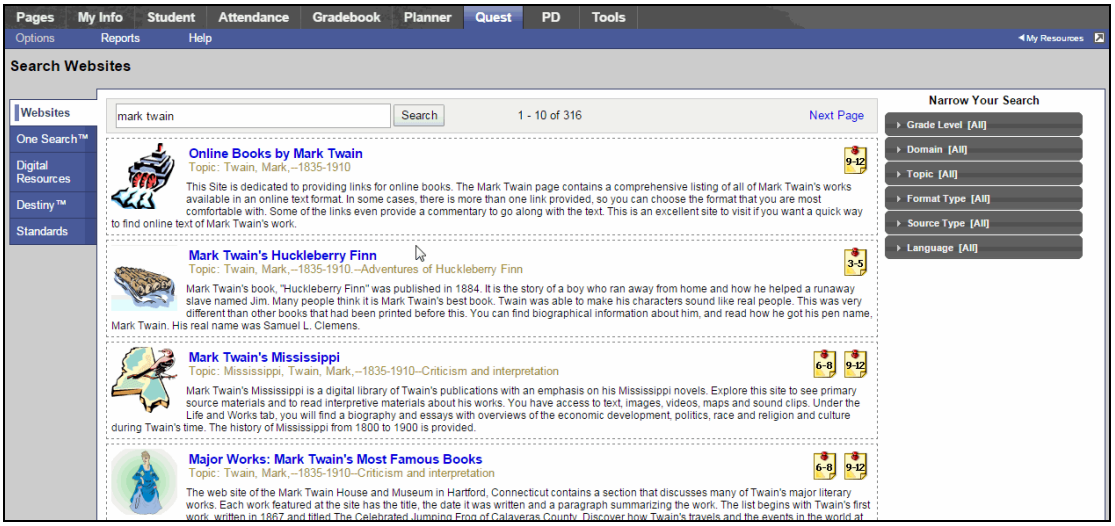
Note: WebPath Express is an additional subscription your district can purchase with Aspen IMS.

To use WebPath Express:

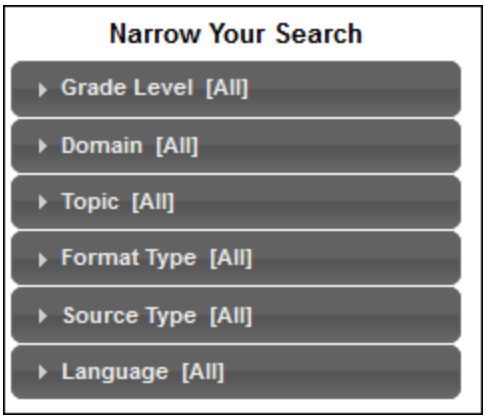
1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab:

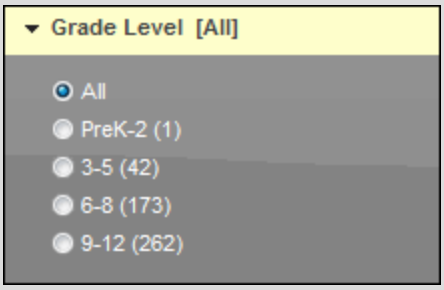
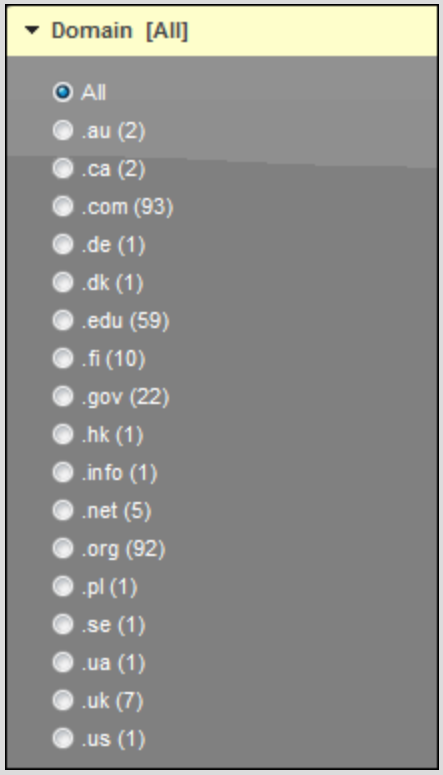


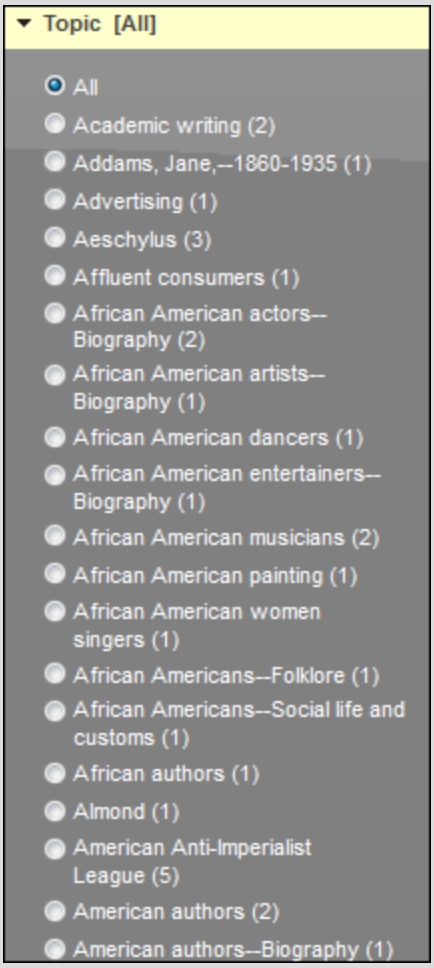
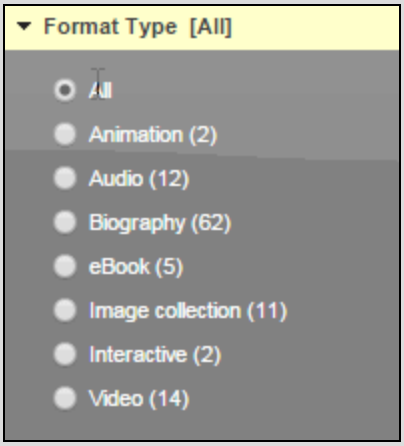
3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search.**The search results from WebPath Express appear on the **Websites** side-tab:

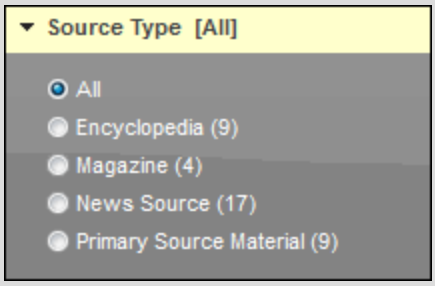

Pages
My Info
Student
Attendance
Gradebook
Planner
Quest
PD
Tools
Options
Reports
Help
My Resources
Search Websites
Websites
One Search™
Digital Resources
Destiny™
Standards
mark twain
Search
1 - 10 of 316
Next Page
Narrow Your Search
Grade Level [All]
Domain [All]
Topic [All]
Format Type [All]
Source Type [All]
Language [All]
Online Books by Mark Twain
Topic: Twain, Mark,--1835-1910
This Site is dedicated to providing links for online books. The Mark Twain page contains a comprehensive listing of all of Mark Twain's works available in an online text format. In some cases, there is more than one link provided, so you can choose the format that you are most comfortable with. Some of the links even provide a commentary to go along with the text. This is an excellent site to visit if you want a quick way to find online text of Mark Twain's work.
Mark Twain's Huckleberry Finn
Topic: Twain, Mark,--1835-1910.--Adventures of Huckleberry Finn
Mark Twain's book, "Huckleberry Finn" was published in 1884. It is the story of a boy who ran away from home and how he helped a runaway slave named Jim. Many people think it is Mark Twain's best book. Twain was able to make his characters sound like real people. This was very different than other books that had been printed before this. You can find biographical information about him, and read how he got his pen name, Mark Twain. His real name was Samuel L. Clemens.
Mark Twain's Mississippi
Topic: Mississippi, Twain, Mark,--1835-1910--Criticism and interpretation
Mark Twain's Mississippi is a digital library of Twain's publications with an emphasis on his Mississippi novels. Explore this site to see primary source materials and to read interpretive materials about his works. You have access to text, images, videos, maps and sound clips. Under the Life and Works tab, you will find a biography and essays with overviews of the economic development, politics, race and religion and culture during Twain's time. The history of Mississippi from 1800 to 1900 is provided.
Major Works: Mark Twain's Most Famous Books
Topic: Twain, Mark,--1835-1910--Criticism and interpretation
The web site of the Mark Twain House and Museum in Hartford, Connecticut contains a section that discusses many of Twain's major literary works. Each work featured at the site has the title, the date it was written and a paragraph summarizing the work. The list begins with Twain's first

5. If there are too many results, you can narrow your search to show only certain types of information. Under **Narrow Your Search** on the right side, click one or more categories:



Option	Description
	Select one grade level to show only results for the selected grade level, or click **All** to show results for all grade levels. The entire possible list is shown here. You might see a smaller list, depending on the search results.
	Select a domain suffix to show only results from one domain, or click **All** to show results from all domains. All domain suffix types that are included in the search results are included in this list.

Option	Description
	Select a topic to show only results from one topic, or click **All** to show results from all topics. Each search result has one or more topics associated with it. Topics can be names or descriptive phrases.
	Selecta format type to show results in one format type, or click **All** to show results in all format types.

Option	Description
	Select a source type to show results from one source type, or click **All** to show results from all source types.
	Select a language to show results in one language, or click **All** to show results in all languages.

Note: Each selection you make is cumulative, so previous selections are still valid when you make others. For example, if you select a grade-level range of *3–5* and then select a format type of *Biography*, the list includes all results with both the *3–5 grade range* and the*Biography* format type. To remove one of the options you selected, click the option again, and select **All.**

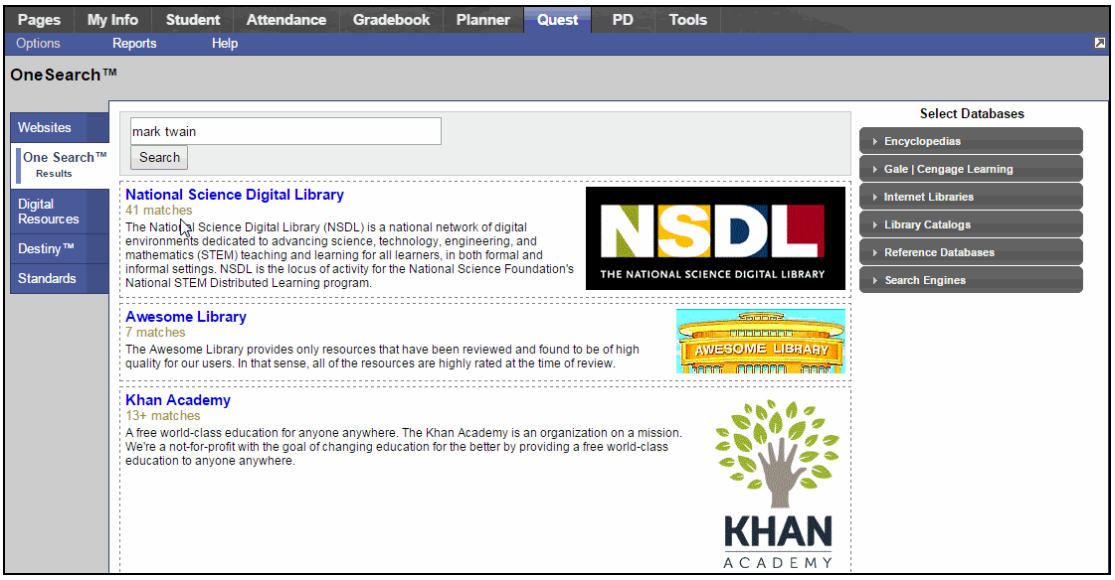
One Search

One Search helps Aspen IMS staff and student users view and utilize the full range of their online subscriptions in one easy search.

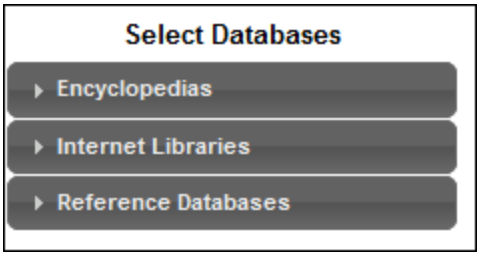
Accessed via the Internet, One Search lets users see a complete list of search results at once, instead of one-by-one.

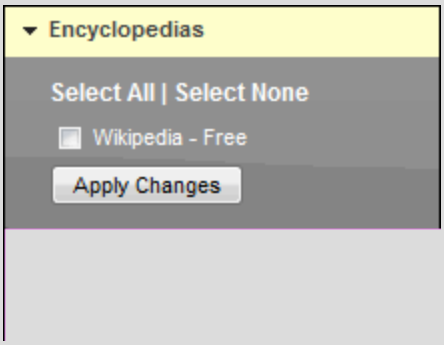
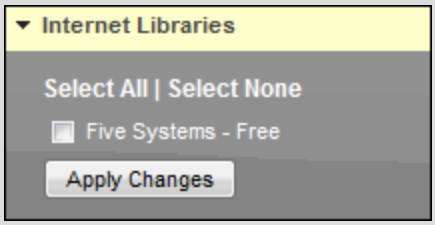
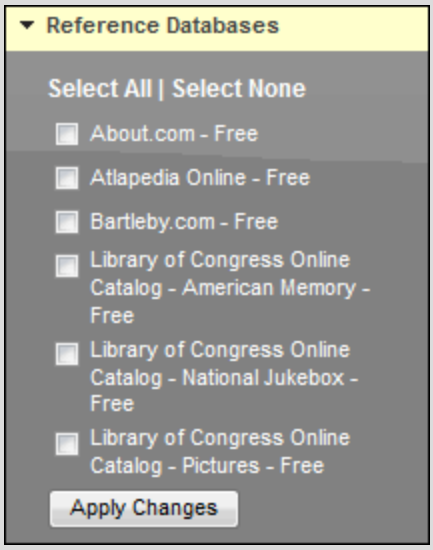
To use One Search:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **One Search** side-tab.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results:


Pages
My Info
Student
Attendance
Gradebook
Planner
Quest
PD
Tools
Options
Reports
Help
OneSearch™
Websites
One Search™ Results
Digital Resources
Destiny™
Standards
mark twain
Search
National Science Digital Library
41 matches
The National Science Digital Library (NSDL) is a national network of digital environments dedicated to advancing science, technology, engineering, and mathematics (STEM) teaching and learning for all learners, in both formal and informal settings. NSDL is the locus of activity for the National Science Foundation's National STEM Distributed Learning program.
NSDL
THE NATIONAL SCIENCE DIGITAL LIBRARY
Awesome Library
7 matches
The Awesome Library provides only resources that have been reviewed and found to be of high quality for our users. In that sense, all of the resources are highly rated at the time of review.
AWESOME LIBRARY
Khan Academy
13+ matches
A free world-class education for anyone anywhere. The Khan Academy is an organization on a mission. We're a not-for-profit with the goal of changing education for the better by providing a free world-class education to anyone anywhere.
KHAN ACADEMY
Select Databases
Encyclopedias
Gale | Cengage Learning
Internet Libraries
Library Catalogs
Reference Databases
Search Engines

5. Under Select Databases, click on each database type to select or deselect results to display:



Option	Description
	Click **Select All** to show results from all encyclopedia subscriptions. Click **Select None** to omit encyclopedia subscriptions from the results. Select one or more encyclopedia subscriptions to include in the results. Click **Apply Changes** to save your selections.
	Click **Select All** to show results from all Internet libraries. Click **Select None** to omit results from Internet libraries. Select one or more Internet libraries to include in the results. Click **Apply Changes** to save your selections.
	Click **Select All** to show results from all reference databases. Click **Select None** to omit the results from reference databases. Select one or more reference databases to include in the results. Click **Apply Changes** to save your selections.

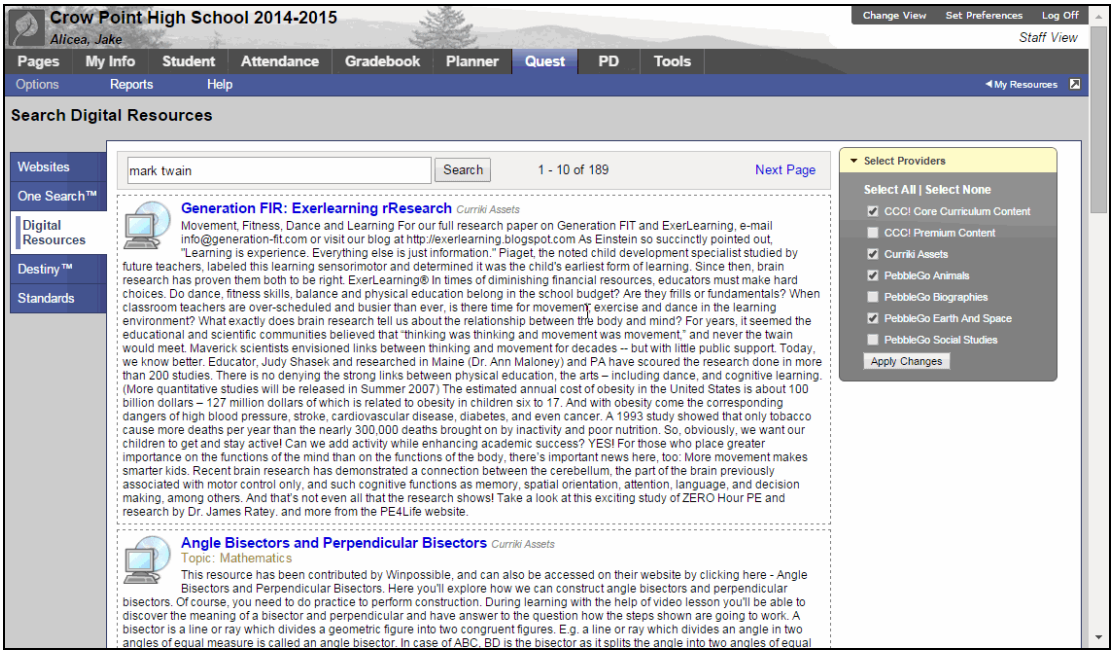
Digital Resources

Use a single search to find resources from several databases available on a Follett server.

You can access all available databases without the need to create and remember multiple usernames and passwords.

To access Digital Resources:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **Digital Resources** side-tab.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results:


Crow Point High School 2014-2015
Alicea, Jake
Change View
Set Preferences
Log Off
Staff View
Pages
My Info
Student
Attendance
Gradebook
Planner
Quest
PD
Tools
Options
Reports
Help
My Resources
Search Digital Resources
Websites
One Search™
Digital Resources
Destiny™
Standards
mark twain
Search
1 - 10 of 189
Next Page
Select Providers
Select All | Select None
CCC! Core Curriculum Content
CCC! Premium Content
Curriki Assets
PebbleGo Animals
PebbleGo Biographies
PebbleGo Earth And Space
PebbleGo Social Studies
Apply Changes
Generation FIR: Exerlearning rResearch Curriki Assets
Movement, Fitness, Dance and Learning For our full research paper on Generation FIT and ExerLearning, e-mail info@generation-fit.com or visit our blog at http://exerlearning.blogspot.com As Einstein so succinctly pointed out, "Learning is experience. Everything else is just information." Piaget, the noted child development specialist studied by future teachers, labeled this learning sensorimotor and determined it was the child's earliest form of learning. Since then, brain research has proven them both to be right. ExerLearning® In times of diminishing financial resources, educators must make hard choices. Do dance, fitness skills, balance and physical education belong in the school budget? Are they frills or fundamentals? When classroom teachers are over-scheduled and busier than ever, is there time for movement, exercise and dance in the learning environment? What exactly does brain research tell us about the relationship between the body and mind? For years, it seemed the educational and scientific communities believed that "thinking was thinking and movement was movement," and never the twain would meet. Maverick scientists envisioned links between thinking and movement for decades -- but with little public support. Today, we know better. Educator, Judy Shasek and researched in Maine (Dr. Ann Maloney) and PA have scoured the research done in more than 200 studies. There is no denying the strong links between physical education, the arts – including dance, and cognitive learning. (More quantitative studies will be released in Summer 2007) The estimated annual cost of obesity in the United States is about 100 billion dollars – 127 million dollars of which is related to obesity in children six to 17. And with obesity come the corresponding dangers of high blood pressure, stroke, cardiovascular disease, diabetes, and even cancer. A 1993 study showed that only tobacco cause more deaths per year than the nearly 300,000 deaths brought on by inactivity and poor nutrition. So, obviously, we want our children to get and stay active! Can we add activity while enhancing academic success? YES! For those who place greater importance on the functions of the mind than on the functions of the body, there's important news here, too: More movement makes smarter kids. Recent brain research has demonstrated a connection between the cerebellum, the part of the brain previously associated with motor control only, and such cognitive functions as memory, spatial orientation, attention, language, and decision making, among others. And that's not even all that the research shows! Take a look at this exciting study of ZERO Hour PE and research by Dr. James Ratey, and more from the PE4Life website.
Angle Bisectors and Perpendicular Bisectors Curriki Assets
Topic: Mathematics
This resource has been contributed by Winpossible, and can also be accessed on their website by clicking here - Angle Bisectors and Perpendicular Bisectors. Here you'll explore how we can construct angle bisectors and perpendicular bisectors. Of course, you need to do practice to perform construction. During learning with the help of video lesson you'll be able to discover the meaning of a bisector and perpendicular and have answer to the question how the steps shown are going to work. A bisector is a line or ray which divides a geometric figure into two congruent figures. E.g. a line or ray which divides an angle in two angles of equal measure is called an angle bisector. In case of ABC, BD is the bisector as it splits the angle into two angles of equal

5. If there are too many results, you can narrow your search to show only certain types of resources. Under **Narrow Your Search**, do any of the following:
   - Click **SelectAll** to show results from all providers.
   - Click **SelectNone** to omit all providers from the results.
   - Select one or more providers to include in the results, and then click **Apply Changes** to save your selections.

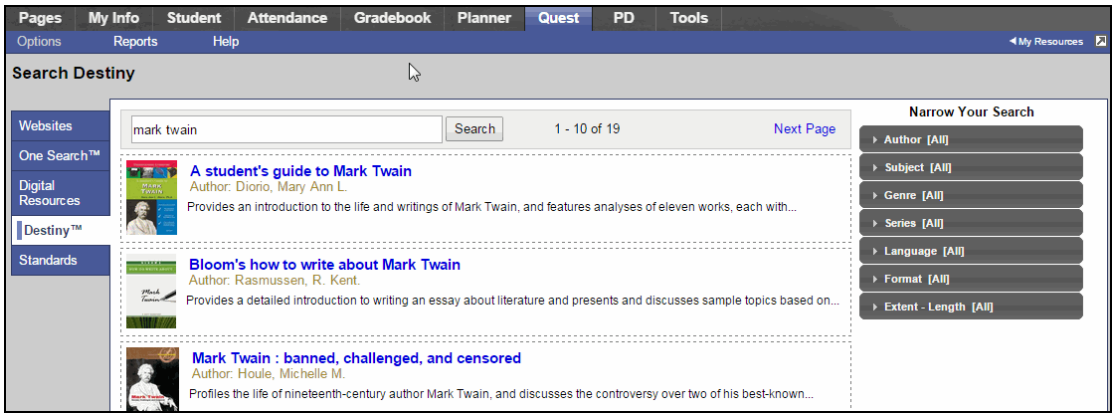
Destiny Search

Destiny Search finds resources owned by your school district.

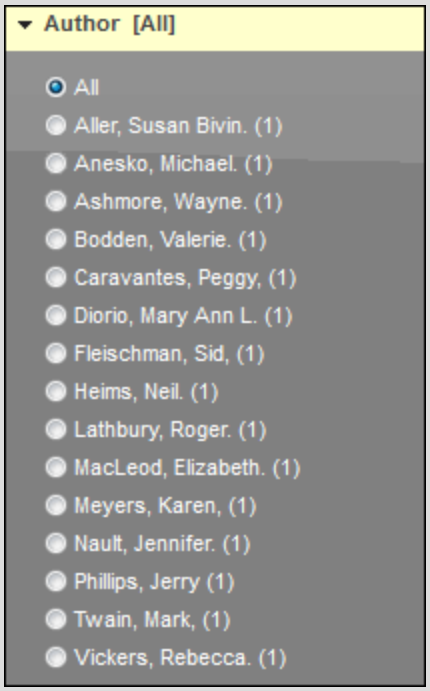
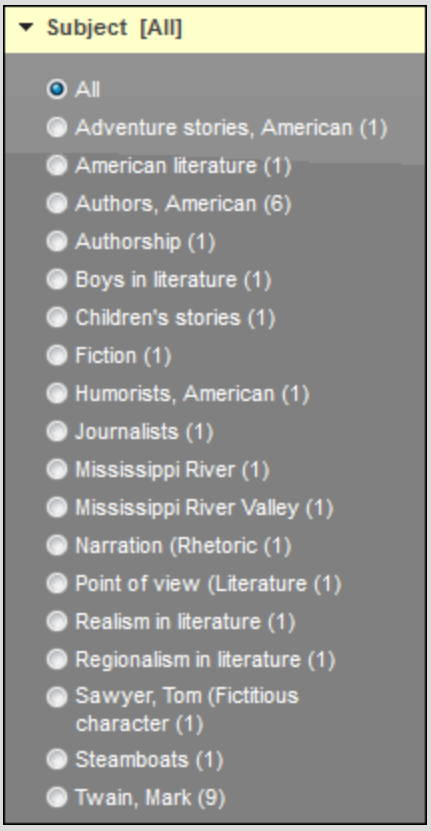
Note: To see Destiny Search, your district and school must use Destiny Library Manager.

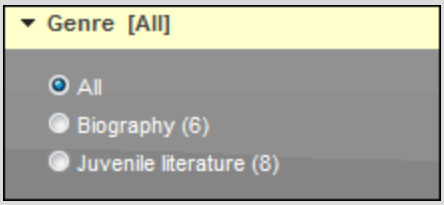
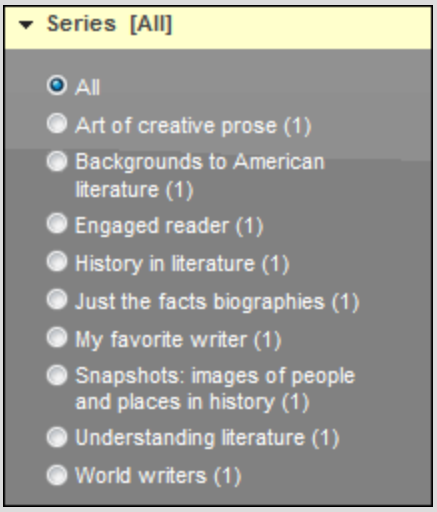
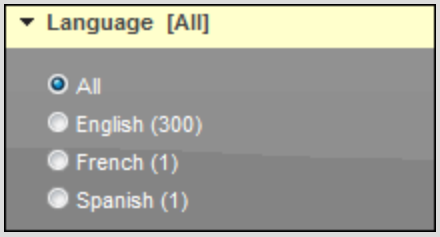
To use Destiny Search:

1. Log on to the Staff view or Student portal.
2. Click the **Quest** tab, and then the **Destiny** side-tab.
3. Type a search term or phrase in the **Search** field.
4. Click **Search** to view search results:



5. If there are too many results, you can narrow your search to show only certain types of resources. Under **Narrow Your Search** on the right side, click one or more categories:

Option	Description
	Select an author to only show results from that author, or select **All** to show results from all authors.
	Select a subject to only show results on that subject, or select **All** to show results on all subjects.

Option	Description
	Select a genre to only show results from that genre, or select **All** to show results from all genres.
	Select a series to only show results from that series, or select **All** to show results from all series.
	Select a language to only show results in that language, or select **All** to show results in all languages.

Report a Bullying Incident with the Portal Conduct Referral

Students and parents can report bullying incidents through the Portal Conduct Referral. Use the wizard to report bullying incidents that a student witnessed or in which they were the victim.

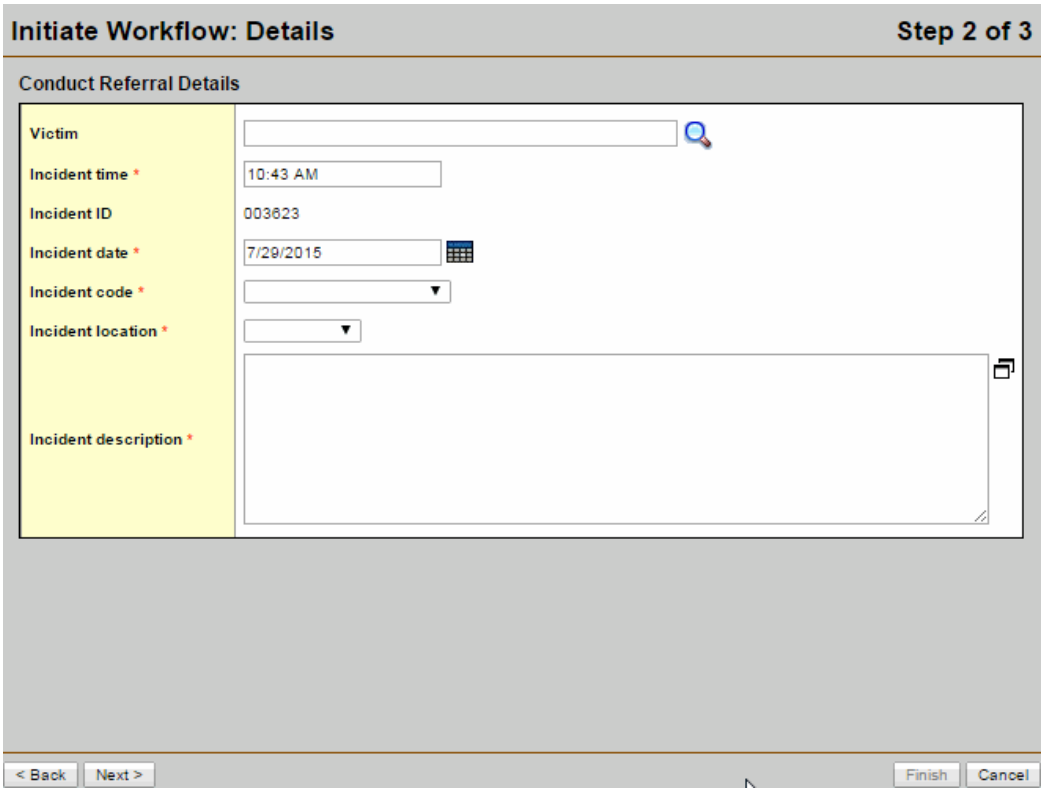
If you choose to report the incident anonymously, you will not be contacted if more information is needed in the investigation.

To initiate a Portal Conduct Referral:

1. On your Home page, in the Tasks widget, click **Initiate.** The Initiate Workflow wizard displays Step 1.
2. Click the **Workflow** drop-down to select **Portal Conduct Referral.**
3. At the **Date** field, today's date automatically appears. Type or click to select a different date.
4. If you would like to remain anonymous, select the **Report anonymously checkbox.**

Note: If you choose to report anonymously, a conduct manager will not be able to contact you for more information about the incident.

5. Click **Next.** The wizard displays Step 2:



6. Use the following table to enter information in the fields:

Field	Description
Offending student	Type the name of the student who was the aggressor of the incident.
Victim	Type the name of the student who was victimized by the offending student.
Incident date	Type of click to select the date the incident occurred.
Incident time	Type the time the incident occurred.
Incident location	Click this drop-down to select the location the incident occurred.
Incident description	Type details about how the incident occurred.

7. Click **Next.** The wizard displays Step 3.
8. Confirm the information and click **Finish** to submit the workflow, or click **Back** to edit the information.

> **Note:** If the conduct manager needs more information, and you did not report anonymously, the Portal Conduct Referral will re-open in your Tasks area. Click **Referral** next to the workflow to view questions entered by the conduct manager and provide additional information.

Aspen Mobile for Students and Families

With Aspen's Student and Family portals, teachers, parents, and students have an arena for open communication. And, parents can see all of their children's information with a single login.

To access all features of the portals, log on to the full site by typing your district's Aspen URL into a web browser on your desktop or laptop computer.

For quick, convenient access to the portals, however, you can log on to Aspen Mobile, a streamlined, on-the-go version of Aspen that lets you check your or your student's information anytime, anywhere—even from your smartphone or tablet.

> **Notes**:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.
- To receive automatic notifications about district events, important news, grades entered, and other information, download and activate the Follett Notifications app.

To access Aspen Mobile for students and families:

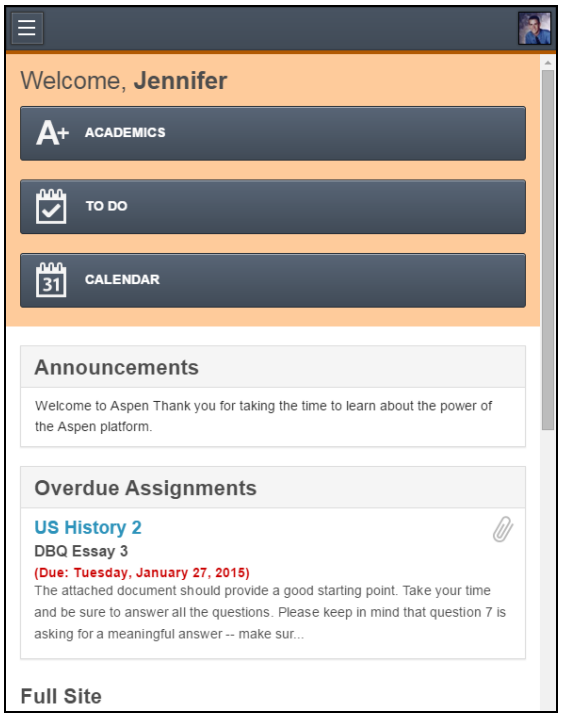
1. On your mobile device, type your district's Aspen URL into the address bar of a web browser. The login page appears.

   > **Tip**: Create a bookmark or shortcut to Aspen Mobile on your device's Home screen.

2. Type your Aspen **Login ID** and **Password**, and click **LOG ON**. Aspen Mobile opens.

On your Home screen, the following information appears:

- District announcements
- Overdue assignments
- A link to the full site


Welcome, Jennifer
ACADEMICS
TO DO
CALENDAR
Announcements
Welcome to Aspen Thank you for taking the time to learn about the power of the Aspen platform.
Overdue Assignments
US History 2
DBQ Essay 3
(Due: Tuesday, January 27, 2015)
The attached document should provide a good starting point. Take your time and be sure to answer all the questions. Please keep in mind that question 7 is asking for a meaningful answer -- make sur...
Full Site

You can use Aspen Mobile to see a variety of student information:

- Tap **Academics** to email teachers directly, if logged on as a parent or family member, and see details and assignments for each class.
- Tap **To Do** to review assignments due today and tomorrow, as well as those that are overdue.
- Tap **Calendar** to see school and district events and assignments with due dates.
- Tap **Family** to see your student's demographics, attendance, conduct, and transcript data, depending on how your district or school set up the portal. You can also sign up for email subscriptions.

> **Note**: **Family** is available only in the Family portal in Aspen Mobile.

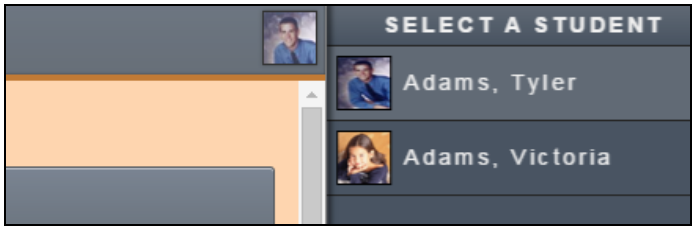
- Tap **Pages** to get a quick peek at your school, class, and group information.
- Tap **Preferences** to change any of your Aspen Mobile preferences.

> **Note**: **Preferences** is available only in the Family portal in Aspen Mobile.

To get around in Aspen Mobile:

- To access **Academics**, **To Do**, or **Calendar**, tap the appropriate name at the top of the Home screen.
- For any other option, tap and then select what you want, such as **Pages**.

- For parents: If you have more than one student enrolled in your district, tap the student's photo in the upper-right corner and then the student's name.



Checking Student Academic Progress (Aspen Mobile)

Use Aspen Mobile to monitor your or your student's academic progress by class, category, assignment, and standards. Parents can also use Aspen Mobile to email teachers.

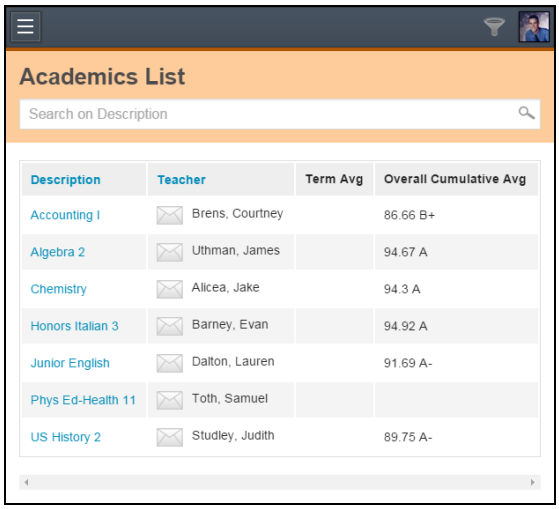
Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.

To access Academics:

1. Log on to Aspen Mobile using your phone or tablet.
2. Tap

. A list of your or your student's classes appears:



Notes:

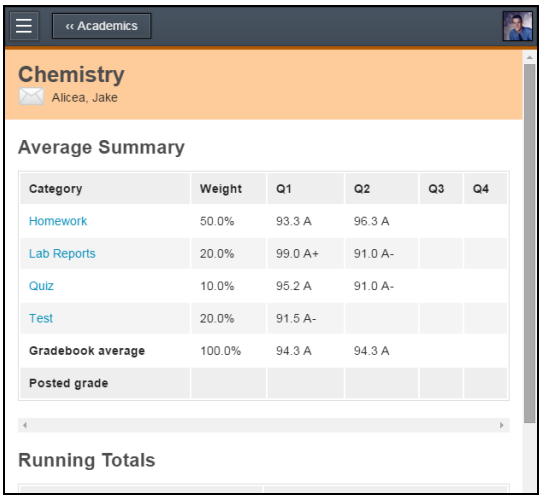
- This list displays classes for the current term.
- Sometimes students take classes at more than one school during a term. In those cases, classes for the student's primary and secondary schools appear on the list.

Notes: There are several ways to modify this list:

- Tap to filter the classes by term and/or determine the columns that appear.
- Type a description in **Search on Description** to search for a class by name. This is helpful if you have a long list of classes and do not want to scroll.
- Tap any blue column header to sort it in ascending alphabetical order. Tap it again to sort it in descending order.

To check grades:

1. Tap a **class name**. A summary of class performance appears:



There are four sections on this screen:

<table>
<tr><th>Section</th><th>Description</th></tr>
<tr><td>Teacher Notes</td><td>This section appears if the teacher has provided any comments about this class.</td></tr>
<tr><td>Average Summary</td><td>This section shows the following:

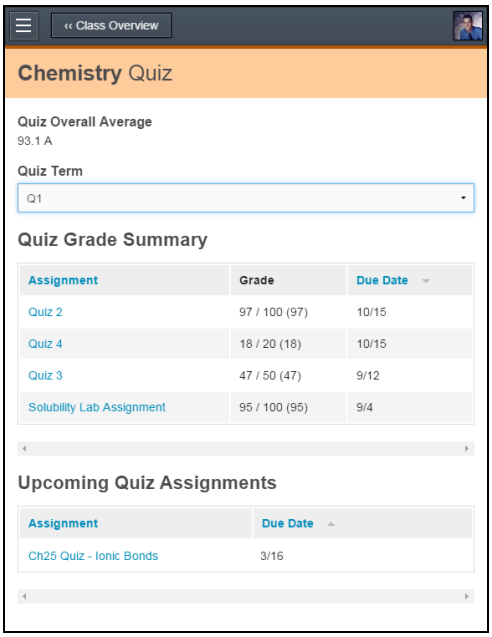
Category: A breakdown of the gradebook by assignment type category.
Weight: A percentage showing how much the category is worth toward the overall grade.
Term Columns: Broken out by quarter, trimester, or semester, depending on your district’s calendar. Each term has an associated grade:

<table>
<tr><th>Category</th><th>Weight</th><th>Q1</th><th>Q2</th></tr>
<tr><td>Homework</td><td>50.0%</td><td>93.3 A</td><td>96.3 A</td></tr>
</table>

Gradebook average: The calculated grade average for each term.
Posted grade: The grade posted for report cards. This does not show a grade until the teacher posts grades using Aspen.

Note: A blank cell for a category means no grade has been entered yet.</td></tr>
<tr><td>Running Totals</td><td>This section shows the average of all assignments included in the date range for the current term or semester. This can give a more accurate snapshot of your or your student’s performance than the current term average, which does not take previous terms into account.</td></tr>
<tr><td>Standard Summary</td><td>This section provides data about standards the teacher has aligned to assignments, as well as your or your student’s progress in meeting each standard.</td></tr>
<tr><td>Attendance Summary</td><td>This section provides your or your student’s term and yearly total of the attendance codes tracked for your district, such as “absent”, “tardy”, and “dismissed”.</td></tr>
</table>

2. Tap a category name in Average Summary to see all of its associated assignments and details. For example, to check a grade for a quiz taken yesterday, tap **Quiz**. The category summary appears:

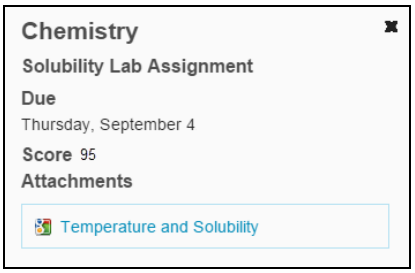


This screen shows the following information:

Section	Description
(Category) Overall Average	This section shows the current running average for the category.
(Category)Term	Tap the drop-down to select the term you want to view category assignment data for.
(Category) Grade Summary	This area shows the assignment name, grade, and due date for all assignments past their due date.
Upcoming (Category) Assignments	This area shows assignments the teacher made that are not yet due.

Note: Tap any blue column header to sort the data in that table in ascending alphabetical order. Tap it again to sort in descending order.

3. Tap an assignment name to see its details, including a description, due date, score, and attachments:

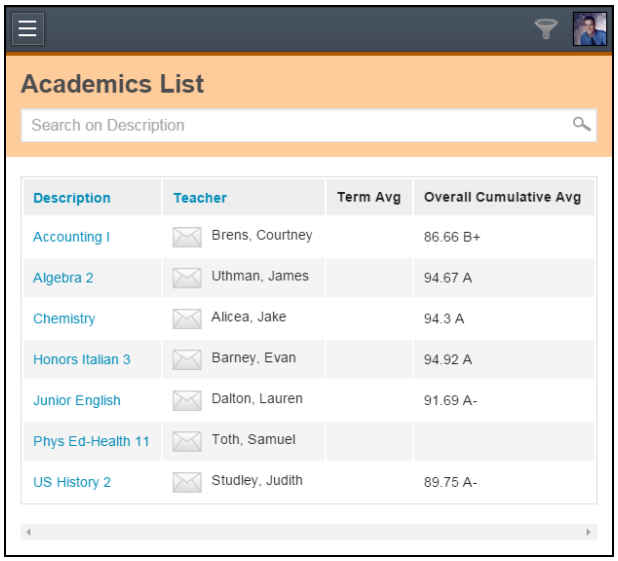


Notes:

- You can download a file in Aspen Mobile by tapping its name.
- If an assignment is a online quiz, a file with the icon appears in the Attachments area. Students can tap the icon to take the quiz.

To email a teacher:

1. While logged on as a parent or family member, in the Academics area, tap next to the name of the teacher you want to email:



Your preferred email service launches, with the teacher's email address in the **To:** field.

Note: This feature is available only in the Family portal in Aspen Mobile.

Managing Assignments Using the 'To Do' Area (Aspen Mobile)

Tap **To Do** in Aspen Mobile to check any assignments that are due today or tomorrow and those that are overdue.

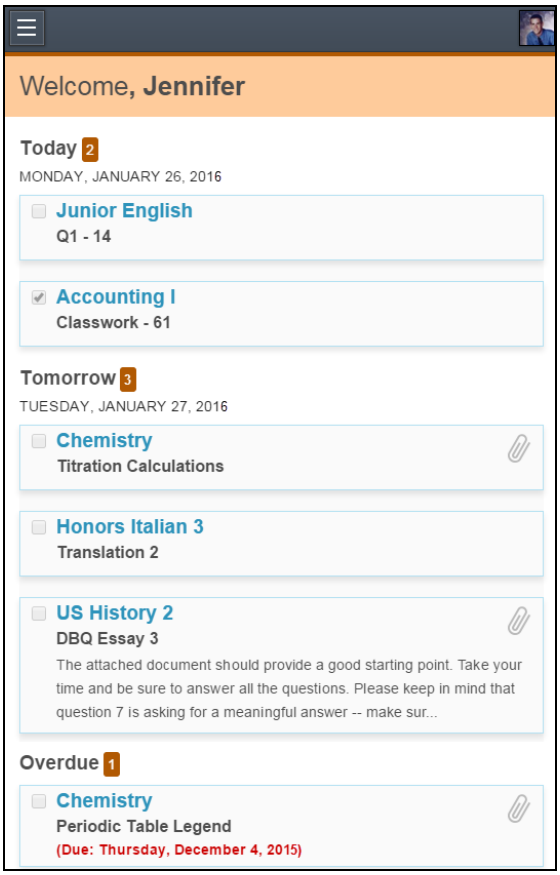
Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Parent portal in Aspen Mobile. Students will see a slightly different set of screens.
- Sometimes students take classes at more than one school during a term. In those cases, assignments from the student's primary and secondary schools appear here.

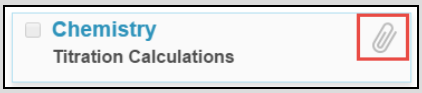
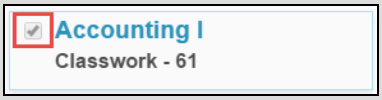
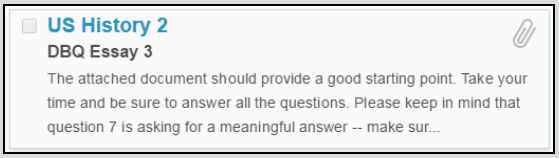
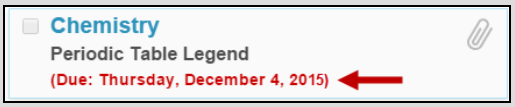
To access the To Do area:

1. Log on to Aspen Mobile.
2. Tap

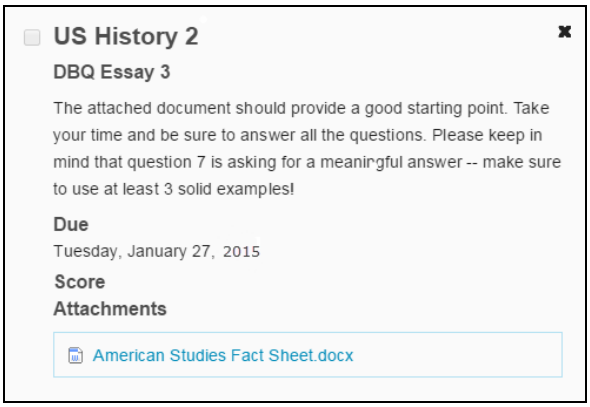
. A list of assignments due today, tomorrow, and overdue appears:


Welcome, Jennifer
Today 2
MONDAY, JANUARY 26, 2016
Junior English
Q1 - 14
Accounting I
Classwork - 61
Tomorrow 3
TUESDAY, JANUARY 27, 2016
Chemistry
Titration Calculations
Honors Italian 3
Translation 2
US History 2
DBQ Essay 3
The attached document should provide a good starting point. Take your time and be sure to answer all the questions. Please keep in mind that question 7 is asking for a meaningful answer -- make sur...
Overdue 1
Chemistry
Periodic Table Legend
(Due: Thursday, December 4, 2015)

The following information appears on the To Do screen:

Information	What it tells you
Number indicator next to each list header 	The number of assignments in the list.
Paperclip icon 	There is at least one attachment associated with the assignment.
Checkbox 	When you or your student selects the checkboxes in the To Do area after completing an assignment, the checkbox automatically appears selected in the Family portal. This gives parents a way to help manage their student's work. **Note**: The checkbox is only a visual cue students can use to manage their work. Aspen Mobile does not verify that the assignment was completed.
Text on an assignment 	Assignments can include three pieces of information: • Class name • Assignment title • Assignment description
Red text on overdue assignments 	Overdue assignments show the date the assignment was due in red.

3. Tap an assignment name to see its details, including title, description, due date, score (if it has been graded), and attachments:


US History 2
DBQ Essay 3
The attached document should provide a good starting point. Take your time and be sure to answer all the questions. Please keep in mind that question 7 is asking for a meaningful answer -- make sure to use at least 3 solid examples!
Due
Tuesday, January 27, 2015
Score
Attachments
American Studies Fact Sheet.docx

Attachments typically have one of the following icon identifiers as well:

- : Web link
- : Microsoft Word document
- : Microsoft PowerPoint
- : Note
- : .mp4
- : Microsoft Excel
- : PDF
- : Image file

Note: Other file types, such as .mp3, can also be attached in Aspen Mobile and display the general file icon .

4. Tap any attachment to download.

Managing Events and Assignments Using the Calendar (Aspen Mobile)

The Calendar in Aspen Mobile helps you manage district and school events, as well as your or your student's assignments and time. The Calendar can show the following:

- Assignments that teachers have made for you or your student.
- School and district events.
- Appointments and events that parents can create from a desktop or laptop.

You decide how you want to see your Calendar:

- By student
- By date
- By class

Also, you can use the Calendar to manage assignments.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.
- The **All Classes** link displays classes for the current term.
- Sometimes students take classes at more than one school during a term. In those cases, assignments for the student's primary and secondary schools appear on the Calendar.

To access the Calendar:

1. Log on to Aspen Mobile.
2. Tap

. The Calendar shows the current month:

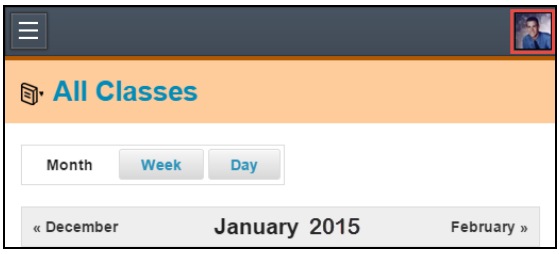
Manage Your View

You can manage what you see on the Calendar by student (if logged on to the Family portal), date, and class.

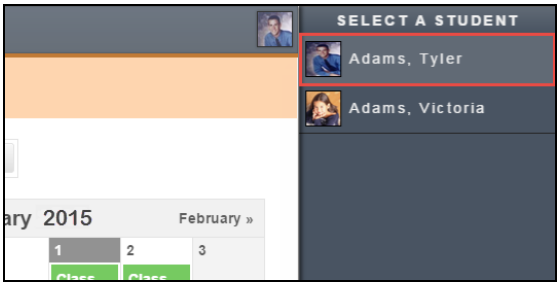
To manage your view by student:

If you have more than one student enrolled in Aspen, you view the data for each student separately.

1. Tap the student picture in the upper-right corner of the screen:



2. Then tap the name of the student whose calendar you want to see:



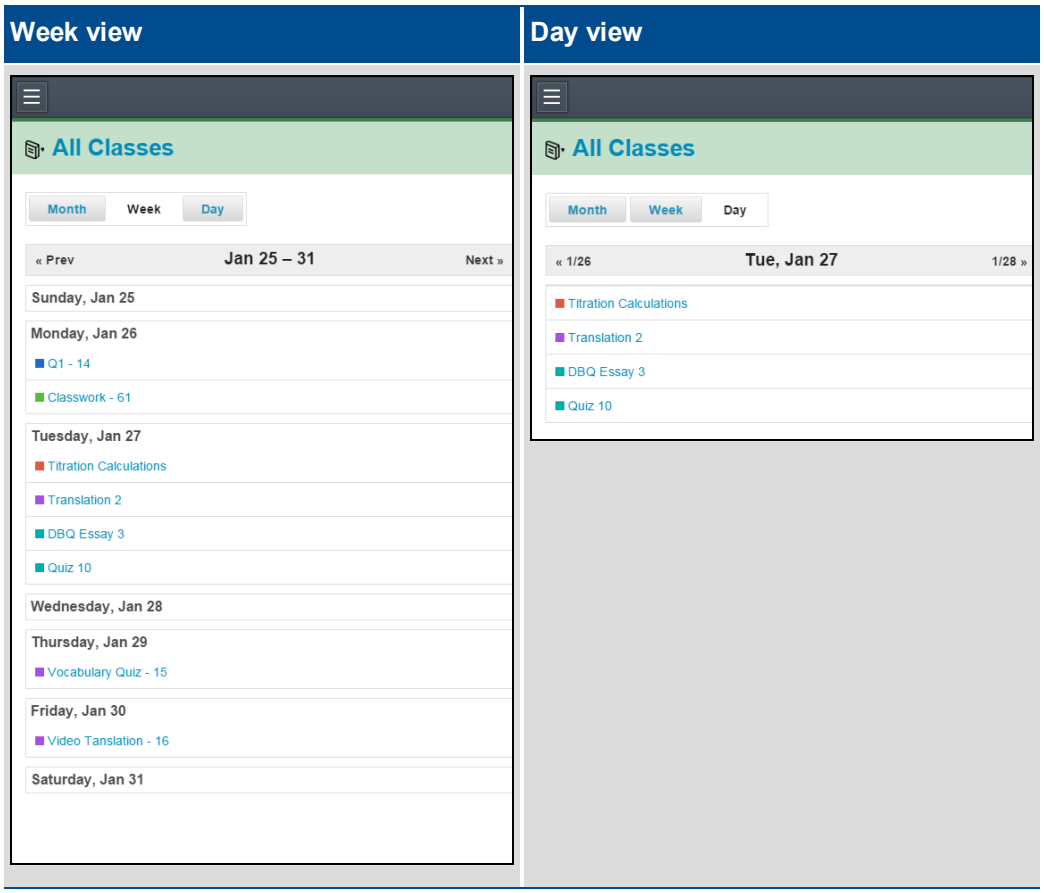
Note: This feature is available only in the Family portal in Aspen Mobile.

To manage your view by date:

Tap one of the following:

- Month
- Week
- Day

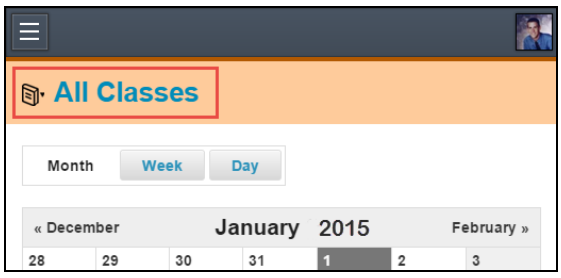
Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. If there are more than three assignments on a day, a text indicator lets you know how many more there are. Tap any date in the month view to see the full list of assignments for that day.



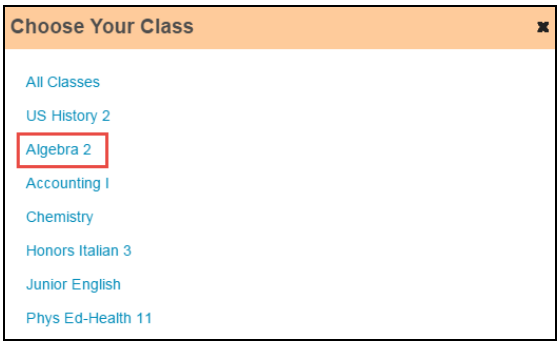
To manage your view by class:

By default, assignments for all classes appear on the Calendar. You can filter this view so that only one class appears.

1. Tap **All Classes** at the top of the page.



2. Tap the class you want to see the assignments for.



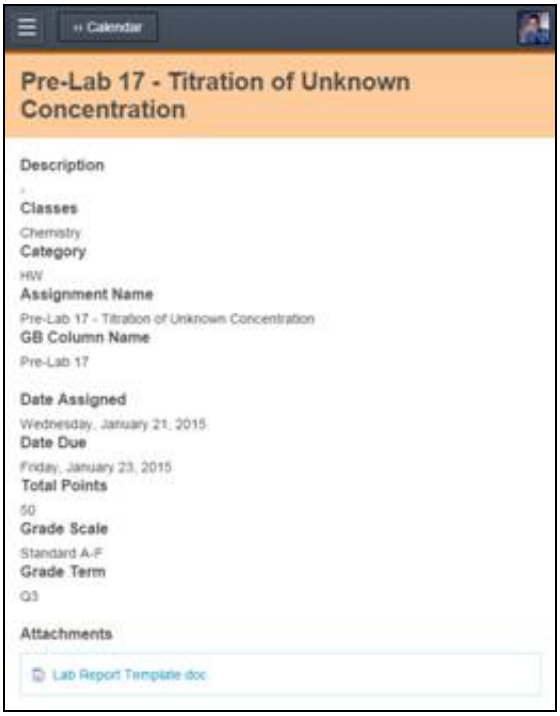
All other assignments disappear from view.

3. Repeat this process to see assignments for other classes or to show all classes again.

Manage Your Assignments

Assignments are due on the date they appear on the Calendar. Tap an assignment name to see its details, including the class, gradebook information, dates assigned and due, total available points, grade scale, and grade term.

Any resources the teacher attached to this assignment are also available to download:



Viewing Student Information (Aspen Mobile)

In Aspen Mobile, tap **Family** to see information about your student.

Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- This feature is available only in the Family portal in Aspen Mobile.

To view student information:

1. Log on to Aspen Mobile using your phone or tablet.
2. Tap >

.

   Depending on how your district set up the portal, you can see the following information:

   - Details
   - Contacts
   - Incidents
   - Notifications
   - Groups

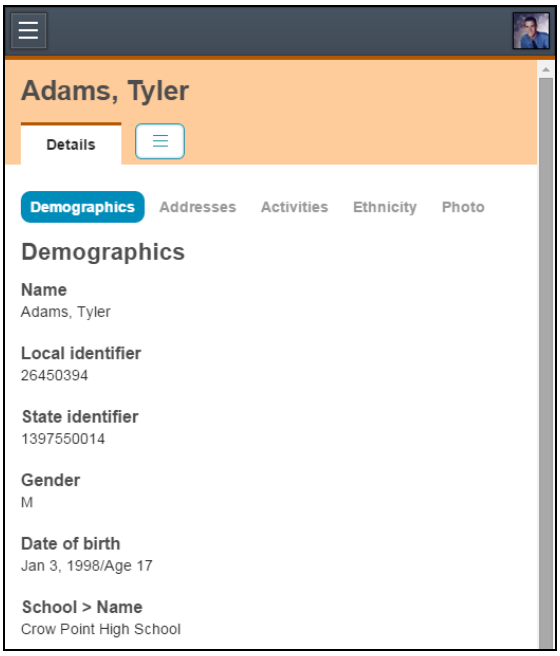
   Depending on your screen size, tap and then tap to select an option.

Student Details

Student details include a variety of information about your student, including:

- Demographics
- Addresses
- Activities
- Ethnicity
- Photo

To see student details, tap **Details**, and then tap one of the following links:

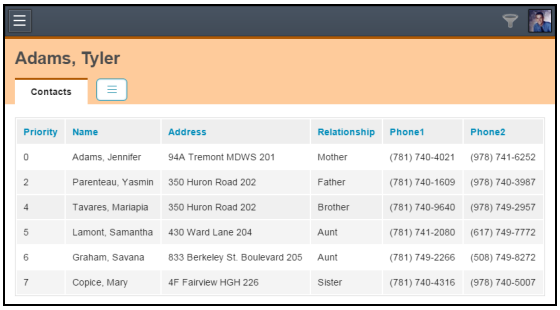


Student Contact Information

Contacts are people the school can call regarding your student.

To view this information, tap **Contacts**. You can view the contact's:

- Address
- Relationship
- Phone numbers



Note: Tap any blue column header to sort it in ascending alphabetical order. Tap it again to sort it in descending order.

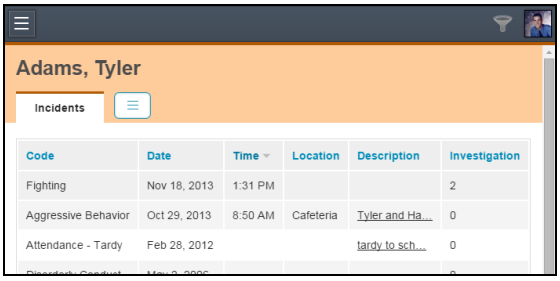
Incidents

Incidents include any conduct referrals documented in Aspen about your student by a staff member. This list includes:

- Code
- Date

- Time
- Location
- Description
- Investigation

To see student conduct information, tap **Incidents**:



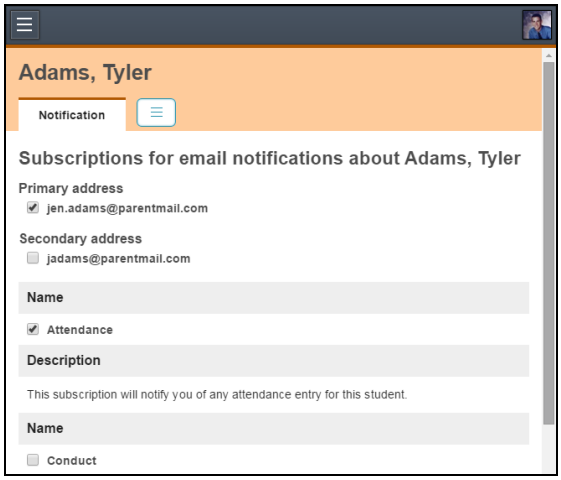
Notifications

If your school uses email notifications, parents can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A new conduct record is created.
- A grade below the threshold you define is recorded.
- A new visit to the health office record is recorded.

Note: You can also get reminders, announcements, and alerts via text using the free Follett Notifications app.

1. To subscribe to email notifications, tap **Notifications**:



2. At the top of the page, any email addresses associated with your account appear. Tap the checkbox next to each email address you want to receive notifications.

3. After reading the description of each subscription, tap the checkbox next to its name to receive that email notification.

> **Note**: For the Grades notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

4. Tap **Submit** to save.

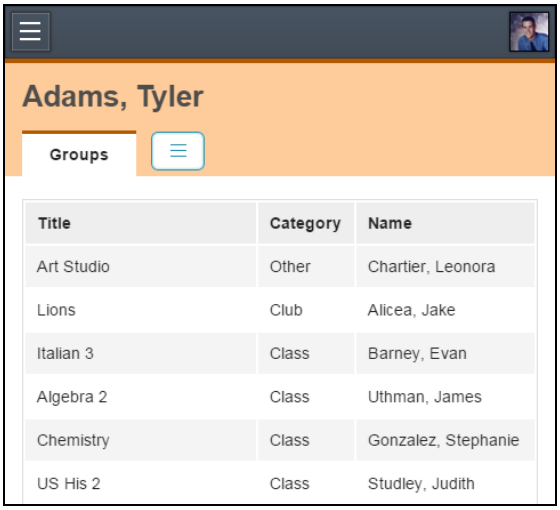
> **Note**: For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, tap **Preferences**.

Groups

You can see a detailed list of the groups your student belongs to, including:

- Group name
- Group category (such as Club, Class, Academics, etc.)
- Advisor's name

To see the list your student belongs to, tap **Groups**:



Title	Category	Name
Art Studio	Other	Chartier, Leonora
Lions	Club	Alicea, Jake
Italian 3	Class	Barney, Evan
Algebra 2	Class	Uthman, James
Chemistry	Class	Gonzalez, Stephanie
US His 2	Class	Studley, Judith

Viewing Aspen Pages (Aspen Mobile)

In Aspen, any class, club, sport, and other group can set up a Page for its members to access. This lets you stay on top of information anywhere, anytime using your mobile device.

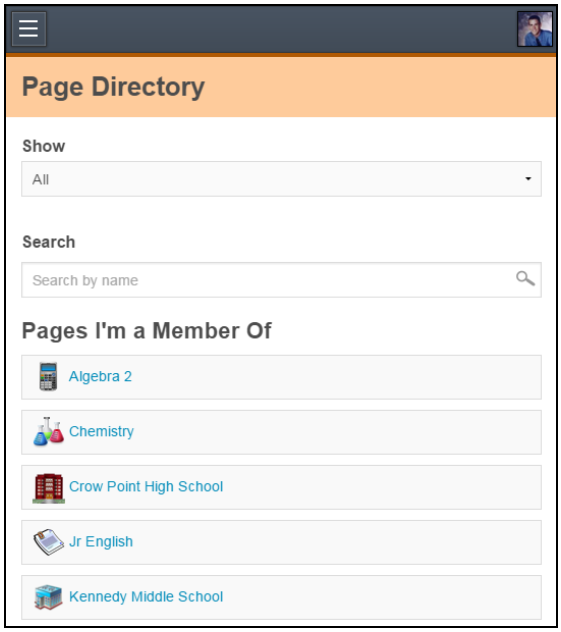
> **Notes**:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- The following screenshots are based on the Family portal in Aspen Mobile. Students will see a slightly different set of screens.

To access Pages:

1. Log on to Aspen Mobile.
2. Tap >

. The Page Directory appears:



The Page Directory lists the Pages you are assigned to as a member, as well as any Pages that are public for any Aspen user in the district.

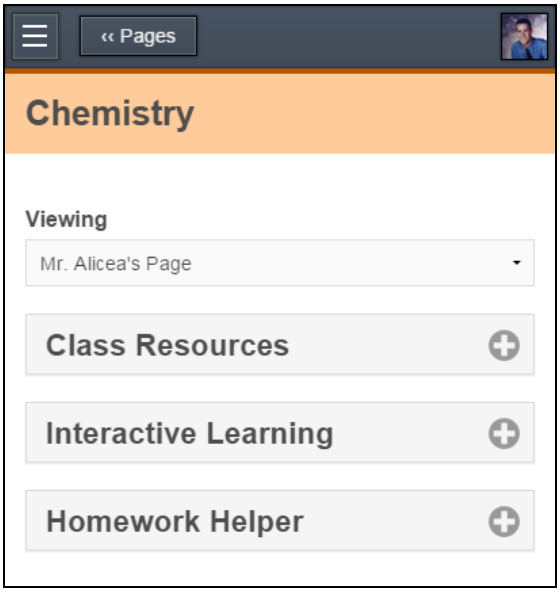
Note: Reduce the number of Pages in your view by doing one of the following:

- Use the **Show** drop-down to display Pages of a certain type. For example, select **Class** to show only Pages associated with academic classes:

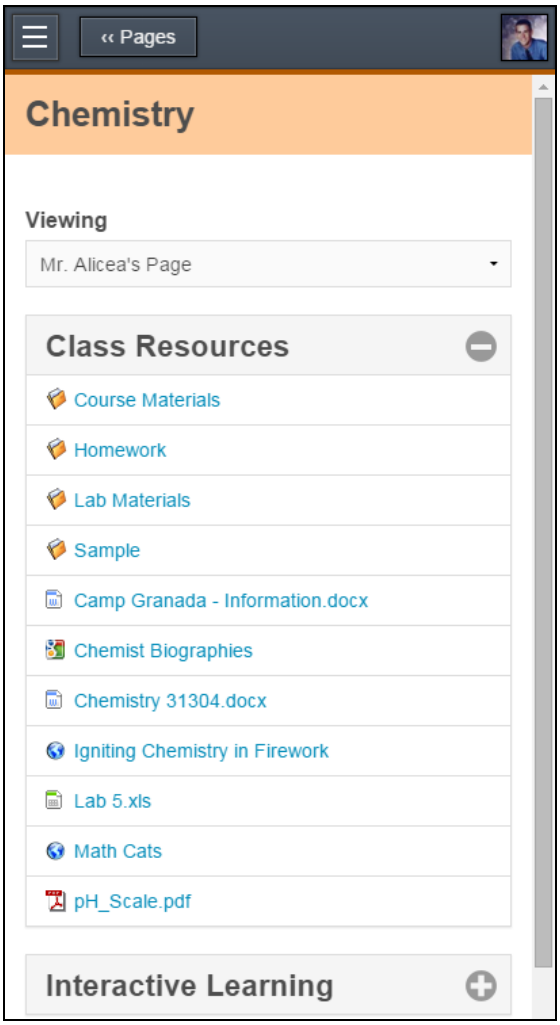
- Use the **Search** filter to look for a specific Page by name:

To view a Page:

1. Tap a Page name to view it:



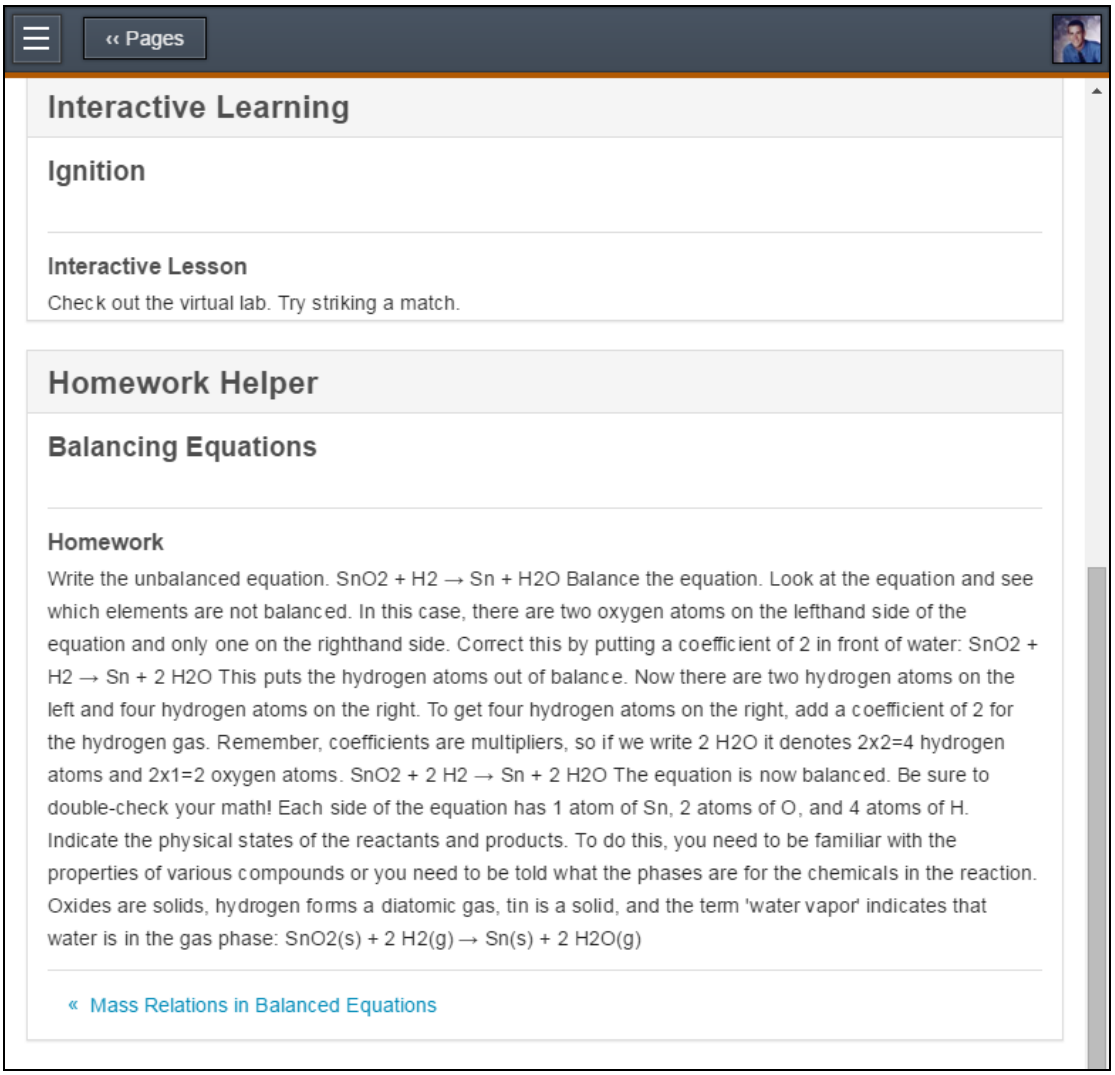
2. The way a Page appears in Aspen Mobile depends on your screen size:
   - If you are viewing a Page on a device with a smaller screen, such as a smartphone, Pages appear with a list of expandable widgets on it.
     - Tap to expand the widget and see its content:



- Tap to minimize the widget.

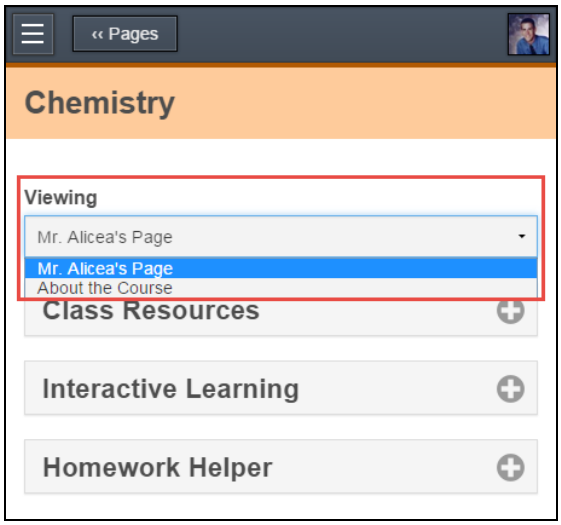
Note: You can download a file in Aspen Mobile by tapping its name.

- If you are viewing a Page on a mobile device with a larger screen, such as a tablet, the content within the widgets automatically expands:


‹‹ Pages
Interactive Learning
Ignition
Interactive Lesson
Check out the virtual lab. Try striking a match.
Homework Helper
Balancing Equations
Homework
Write the unbalanced equation. SnO2 + H2 → Sn + H2O Balance the equation. Look at the equation and see which elements are not balanced. In this case, there are two oxygen atoms on the lefthand side of the equation and only one on the righthand side. Correct this by putting a coefficient of 2 in front of water: SnO2 + H2 → Sn + 2 H2O This puts the hydrogen atoms out of balance. Now there are two hydrogen atoms on the left and four hydrogen atoms on the right. To get four hydrogen atoms on the right, add a coefficient of 2 for the hydrogen gas. Remember, coefficients are multipliers, so if we write 2 H2O it denotes 2x2=4 hydrogen atoms and 2x1=2 oxygen atoms. SnO2 + 2 H2 → Sn + 2 H2O The equation is now balanced. Be sure to double-check your math! Each side of the equation has 1 atom of Sn, 2 atoms of O, and 4 atoms of H. Indicate the physical states of the reactants and products. To do this, you need to be familiar with the properties of various compounds or you need to be told what the phases are for the chemicals in the reaction. Oxides are solids, hydrogen forms a diatomic gas, tin is a solid, and the term 'water vapor' indicates that water is in the gas phase: SnO2(s) + 2 H2(g) → Sn(s) + 2 H2O(g)
« Mass Relations in Balanced Equations

Note: For widgets with several entries, such as blogs, scroll through them by tapping the blue links beneath the content.

3. If the Page has more than one tab, the **Viewing** drop-down appears. Tap a tab name to view it:



Note: Some widgets, such as Surveys and Forums, only appear in the full site.

Managing Parent Settings (Aspen Mobile)

In Aspen Mobile, parents can customize their settings.

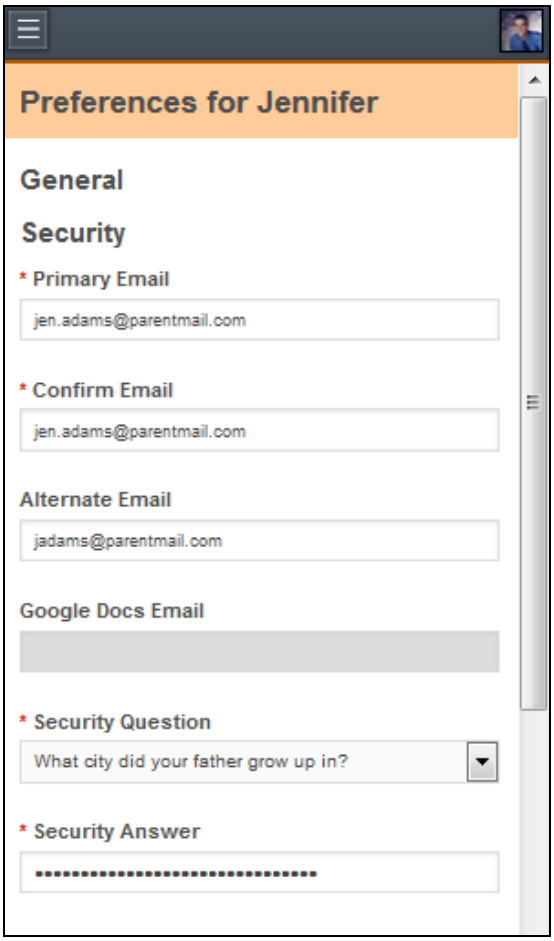
Notes:

- Aspen Mobile adjusts based on the screen size of your mobile device or browser window. What you see might be slightly different than what is shown here.
- This feature is available only in the Family portal in Aspen Mobile.

To access the Preferences area:

1. Log on to Aspen Mobile.
2. Tap or

. The Preferences screen appears:



On this screen, you can set the following:

- **Primary Email**: Email address you want email subscriptions sent to.
- **Alternate Email**: Secondary email address you want email subscriptions sent to.
- **Google Docs Email**: Email address associated with your Google Docs™ account.
- **Security Question**: Question to assist you with password resets.
- **Security Answer**: Your personalized answer to the security question.
- **Password**: An option to change your password.

3. Tap **Submit** to save.

Receiving Automatic Notifications on Your Mobile Device

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

You are alerted and notifications appear like text messages on your smartphone or tablet:

To get automatic information about your important district news, events, grades, or other information on your mobile device:

1. Download the Follett Notifications app.
2. Define the information you want to receive.

3. Review notification messages as you receive them.

Download and Activate the Follett Notifications App (Mobile)

Get important reminders, announcements, and alerts from teachers and school administrators by downloading the free Follett Notifications app to your Android or iOS (Apple) mobile device.

Notes:

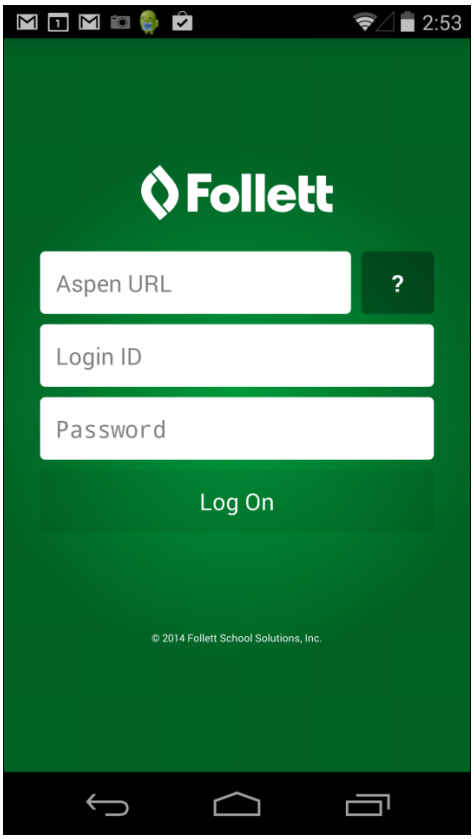
- Follett Notifications is currently available on Android 4.0+ and iOS 7.0+ devices.
- You will only receive notifications that were sent after you activate the app on your mobile device. Notifications sent prior to activation of the app will not appear.
- The Follett Notifications app is not currently available outside of the United States.

- Download and activate the Follett Notifications app on your Android device
- Download and activate the Follett Notifications app on your iOS (Apple) device

Download and activate the Follett Notifications app on your Android device:

1. Go to the Play Store on your mobile device.
2. Tap .
3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications > Follett Notifications >**

> INSTALL **>** ACCEPT.



5. Type your **Aspen URL.** Once it is entered correctly, the field will turn green.

> **Note:** If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Google Chrome™ and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

6. Type your **Login ID** and **Password**.
7. Tap **Log On**.

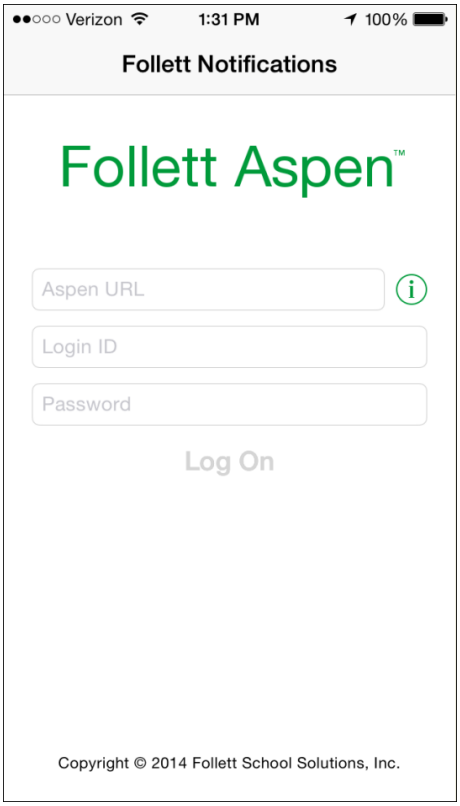
The Follett Notifications app is now activated on your Android device.

Download and activate the Follett Notifications app on your iOS (Apple) device:

1. Go to the App Store on your mobile device.
2. Tap Search.
3. In the search bar, type **Follett Notifications**.
4. Tap **follett notifications >** FREE **>** INSTALL.

5. You will be asked to enter your Apple ID and password. Enter the information, and tap **OK**.
6. Once the app has installed, tap OPEN. The Log On screen appears.

> **Note:** When downloading Follett Notifications, ensure that you enable push notifications on your iOS device. Follett Notifications will prevent you from logging on until push notifications are enabled.



7. Type your **Aspen URL**. Once it is entered correctly, the field turns green.

> **Note:** If the Aspen URL is not entered correctly, the field turns red. If you have trouble, open Safari and go to your Aspen Log On page. Copy and paste the URL into the **Aspen URL** field on the Follett Notifications Log On screen. You might want to bookmark this page on your mobile device, as you will be asked to provide the Aspen URL every time you log on to Follett Notifications.

8. Type your **Login ID** and **Password**.
9. Tap **Log On**.

The Follett Notifications app is now activated on your iOS device.

Configure Your Follett Notifications Settings (Mobile)

Once you have activated the Follett Notifications app, you can identify the types of notifications you receive. Each user type can receive different notifications based on their role in Aspen:

User Type	Description
School administrators	School administrators can identify the groups they will get notifications from at the district or school level.
Teachers	Teachers can identify the groups they will get notifications from at the district, school, or class level. For example, teachers can set it so they do not receive notifications sent by the district office and do receive them from the school they work in. Also, teachers can set it so that they receive notifications when students are added to or dropped from classes.
Parents	Parents can identify the groups they will get notifications from at the district, school, and class level. For example, parents can set it so they do not receive notifications sent by the district office and do receive notifications from their child's teachers. Also, parents can set it so that they receive a notification whenever a grade for their child is posted to Aspen below a predetermined threshold.
Students	Students can identify the groups they will get notifications from at the district, school, and class level. For example, students can set it so they do not receive notifications sent by the district office and do receive notifications from teachers. Also, students can set it so that they receive a notification whenever a grade is posted to Aspen below a predetermined threshold.

Configure Follett Notifications settings on your Android device:

1. From your Android mobile device, log on to Follett Notifications.
2. Tap **>** Settings.
3. Select and deselect the checkboxes to turn notifications on and off for groups you are assigned to:
   - : You will receive notifications from this group.
   - : You will not receive notifications from this group.

4. Tap

once you have configured your settings.

Configure Follett Notifications settings on your iOS (Apple) device:

1. From your iOS mobile device, log on to Follett Notifications.
2. Tap >

.
3. Tap the toggles to turn notifications on and off for groups you are assigned to:
   - : You will receive notifications from this group.
   - : You will not receive notifications from this group.
4. Tap

once you have configured your settings.

Review Follett Notifications Received on Your Mobile Device (Mobile)

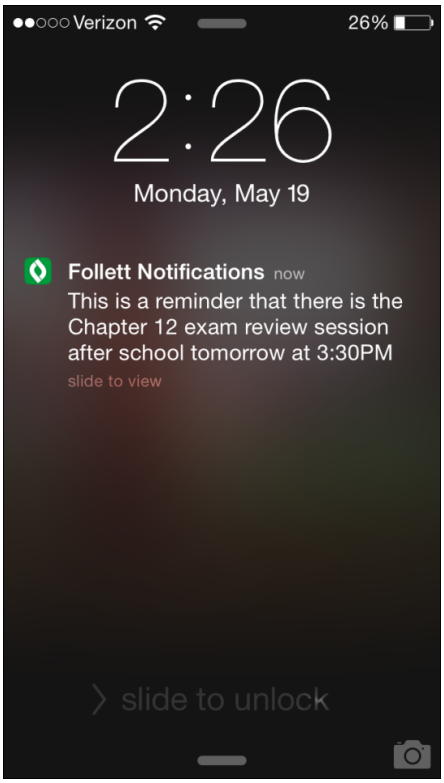
Once you activate the Follett Notifications app, you will begin receiving announcements and alerts on your mobile device. You will only see notifications sent to user groups you are part of and have enabled notifications for.

Notes:

- You must be logged on to the Follett Notifications app to receive push notifications.
- You can only receive Follett Notifications on your mobile device; they cannot be received on your desktop.

This is how a notification looks on an Android device:

This is how a notification looks on an iOS (Apple) device:


Verizon
26%
2:26
Monday, May 19
Follett Notifications now
This is a reminder that there is the Chapter 12 exam review session after school tomorrow at 3:30PM
slide to view
slide to unlock

The Follett Notifications app stores all of the notifications you have received from the groups you belong to.

Once you log on to the app, a list of the previous notifications you received appears, along with an icon indicating the notification type:

Icon	Description
	Alarm notifications remind you about meetings or events. For example, you might receive an alarm notification about the upcoming in-service day.
	Announcement notifications provide exciting news or events. For example, you might receive an announcement notification about the hiring of a new superintendent.
	Information notifications give details about an event. For example, you might receive an information notification that report cards are now available on the Home page of the Family portal.
	Warning notifications alert you to important events in the district. For example, you might receive a warning notification if one of the schools in the district goes into lock-down.

Unread notifications appear in black font. Read notifications appear in gray font.

Tap a notification to see the full message, the user group that it was sent to, and the date and time it was sent.

When reading a notification:

- **For Android users:** Tap to delete the notification and

to return to the list of notifications.
- **For iOS (Apple) users:** Tap to delete the notification and

to return to the list of notifications.

Index

A

academic info, viewing in portals 51
academics
  seeing in portals 89
access to Google Docs 25
accounts, user
  parents and students 8
action, conduct 43
activities, student
  viewing in portals 55
app 17, 20-21, 112, 115-116
Aspen Mobile 6
  academics 89
  Calendar 96
  Family tab 100
  Pages 104
  parent settings 109
  Preferences 109
  student information 100
  students and families 87
  To Do screen 93
assessment scores 45
assignment grades 52
assignments
  seeing in Aspen Express 93
assignments in Aspen Express 96
assignments, portal 52
assignments, submitting in portal 24
attendance
  viewing in the portals 41
attendance, class
  viewing in portals 54
automatic emails for students and parents 50

B

browsing Pages 30
bullying
  reporting an incident as student or parent 85

C

Calendar 60
  Aspen Express 96
calendar settings 59
calendar setup, students 60
Calendar tab in portals 56
calendars
  adding student events 62
  preferences, portal 59
class attendance
  viewing in portals 54
class details in portals 51
class performance 51
Classes page in portals 51
conduct
  Portal Conduct Referral 85
conduct action 43
conduct information
  viewing in the portals 42
contacts 40
course requests
  entering as student 47
create Aspen account 8

D

demographics 40
Destiny Search 82

detentions 43
Digital Resources 81

E

email a teacher 93
email notifications 50
email subscriptions for parents and students 50
email teachers 13
emergency contact information 40
enrollment 46
enter student course requests 47
events in Aspen Express 96
events, group 55

F

families
  using the portal 6
Family portal 6-7
Family tab 39
  Aspen Express 100
Follett Notifications app 15, 17, 20-21, 110, 112, 115-116
forum preferences 33
forums 35
  using as a student 34

G

get automatic email messages 50
Google Doc assignment 53
Google Docs 25
Google Docs in portal 53
grades, assignment 52
grant access to Google Docs 25
group events 55
group membership 55
group membership, student 55
Groups tab 55

H

health information
  viewing in the portals 41
Home page
  portal 23
  Surveys 38
homework 24

I

incidents, conduct 42

M

mobile notifications 15, 110
My Info tab 39
My Resources for students 63

N

notification, email 50
notifications 17, 20-21, 112, 115-116
notifications app 15, 110
notifications, automatic 15, 110

O

One Search 79
online quizzes 31

P

Page Directory 28
Pages in Aspen Express 104
parent settings
  Aspen Mobile 109
photos in forums 33
posting to a forum
  for students 34
Preferences
  Aspen Express 109

preferences, parent 109
Public Pages 29

Q

Quest for students 74
Quest tab 75, 79, 81-82
quiz, online 31

R

request an account 8
requests
  entering
    through the portal 47
  entering as student 47

S

schedule, student
  viewing in the portals 46
scores 52
scores, viewing 45
seeing student assignments in portals 93
send email to teachers 13, 93
setting parent preferences 109
setting up student calendar 60
student calendar 56, 60
student class performance 51
student details 40
student groups 55
student information
  Aspen Express 100
Student portal 6-7
student schedule
  viewing in the portals 46
submit assignments online 24
subscribe to email notifications 50
surveys
  taking 38

T

take a survey 38
taking an online quiz 31
test scores 45
To Do screen
  Aspen Express 93
To Do widget 23
transcripts
  viewing in the portals 43

U

using forums
  for students 33

V

viewing student course requests 47

W

WebPath Express 75